



## The Role: Pastoral Deputy Headteacher

### Full Time

Leadership Scale L11-L18

Permanent - September 2024 start

We are seeking to appoint an excellent senior leader who will take an integral role in driving our school further forward.

We have a range of expertise within the current leadership and are looking to both strengthen and add to this team. As Deputy Headteacher, you will be involved in, but not limited to, leading on behaviour and conduct, attendance, safeguarding, and inclusion- championing our disadvantaged children.

The successful applicant will be enthusiastic, firmly believing that all children can achieve, and committed to ensuring all our children and staff aspire to do their very best in every lesson of every day. This role is open to individuals with experience in educational leadership from all backgrounds, and would be ideal for someone who is detail oriented, process driven and solution focused.

The ideal candidate will be:

- A practicing Catholic
- Experienced in leading school improvement
- Approachable
- Resilient
- Self-reflective, and open to feedback

Are you an experienced and driven leader?

Do you inspire children and staff to be the best they can be?

Do you want to help shape the future of a whole community?

If so, we would love you to be a part of our journey. Visits to the school are warmly welcomed.

**Closing Date: Monday 15<sup>th</sup> April 12 pm**

### Duties and responsibilities

- Deputise for the Headteacher and other members of the SLT as necessary
- Safeguard and promote the welfare of children and young people as Designated Safeguarding Lead supported by the Deputy DSLs and Pastoral team
- Strategic lead of behaviour and character education and conduct
- Strategic lead on culture and attitude
- Strategic mental health lead
- Strategic inclusion lead
- LAC Designated Teacher
- Oversee and support the delivery of the pastoral curriculum
- Strategic focus on improvement of children's attendance and punctuality, with a particular focus on disadvantaged and vulnerable groups
- Lead on improving the outcomes for vulnerable groups through implementing and embedding the school's vision and values
- Lead on the monitoring of provision for vulnerable groups such as Pupil Premium
- Liaise with external agencies with regards to exclusions, general admissions (with Headteacher), in year admissions, deploying pastoral team to support as necessary
- Maintain relevant school policies, ensuring they are up to date, fit for purpose and that staff are aware of their content in their daily practice
- Provide professional leadership, so as to ensure improved standards of achievement for all students within a caring and stimulating Catholic School community

### Other responsibilities

- Demonstrate and uphold the vision and values in everyday work and practice
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation





# St John's Catholic Primary

- 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
- Track school data trends and monitor progress across particular areas and cohorts, in order to hold others to account
- Develop and monitor coherent processes and systems, in conjunction with SLT
- Lead prayer and Liturgy
- Have a presence around the school and at school events, in coordination 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 with the Headteacher 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
- Alert the appropriate staff to problems experienced by children and parents and to make recommendations as to how these may be resolved
- Comply with the school's health and safety policy and undertake risk assessments as appropriate

## Person Specification

Practicing Catholic	Essential
Qualified Teacher Status	Essential
Outstanding Classroom teacher with cross Primary experience	Essential
Decision making skills: the ability to solve problems and make decisions	Essential
Teamwork: the ability to work collaboratively with others	Essential
Communication skills: the ability to make points clearly and understand the views of others	Essential
Self-management skills: the ability to plan time effectively and organise oneself well	Essential
Leadership skills: the ability to build, motivate, inspire and challenge a team	Essential
Problem solving skills: the ability to identify areas for improvement, and appropriate solutions	Essential
Enjoy rising to the challenges inherent in a school environment	Essential
Proven record of successful leadership leading directly to improved achievement	Essential
Up to date with professional developments in inclusion, attendance and pastoral work	Desirable
Understanding of statutory and legal requirements of safeguarding and child protection	Essential
Experience of leading on attendance	Desirable
Experience of leading on behaviour	Desirable
Experience of leading CPD at a whole school level	Desirable
Possess a solution focused approach and a positive attitude to change and development	Essential
Welcome and act on feedback	Essential

