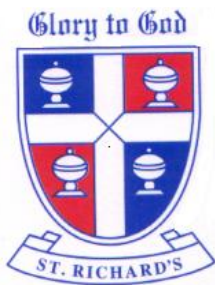


St Richard's Primary School

Deputy Headteacher

Job Description and Person Specification

Post Holder: Deputy Headteacher											
<i>The description of the duties, responsibilities and accountabilities for the post of Deputy Headteacher at St Richard's Catholic Primary School</i>											
Responsibility Areas	To provide professional leadership of the teaching staff on a daily strategic basis. To be responsible for both the provision and the outcomes of progress and attainment for pupils across the school. To actively contribute to the calm learning environment and set high expectations for all staff and pupils by modelling outstanding behaviours and attitude. To actively promote and share in the Catholic ethos of the school. The post holder, may be required to undertake extra areas of responsibility and key tasks as agreed.										
Accountabilities	<p>Work within the Catholic Ethos and the teachings of Christ.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center; vertical-align: top;">Teaching & Learning</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> Carry out teaching duties in accordance with the schools schemes of work and National Curriculum Work with all staff to ensure the best quality provision for all pupils Provide an example of excellence as a leading classroom practitioner in the team and inspire and motivate other staff Work with the Headteacher to secure and sustain high expectations and excellent practice in teaching and learning throughout the school, monitor and evaluate the quality of teaching and standards of pupil's achievement and use benchmarks and set targets for improvement Hold teaching commitment of 3 days per week </td> </tr> <tr> <td style="text-align: center; vertical-align: top;">Children's Progress</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> Co-ordinate professional development to focus on teaching and learning and attainment across the school Identify pupil underachievement and appropriate support/intervention Lead monitoring of pupils with SEND, PP pupils and other identified groups Liaise with the SENCo on the learning needs of pupils </td> </tr> <tr> <td style="text-align: center; vertical-align: top;">Monitoring provision</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> Perform regular and rigorous monitoring of the provision (both planning and delivery) and assessment procedures and feedback to the Senior Leadership Team and the Governing Body Ensure work sampling is carried out to monitor the implementation of policies and impact on progress Moderate pupils assessment and work to ensure agreements to guarantee reliable data Map out the teaching provision on an annual basis and throughout the year as and when required Take a lead role in the safeguarding of children </td> </tr> <tr> <td style="text-align: center; vertical-align: top;">Child Management</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> Support class teachers in dealing effectively with behaviour following the schools policies Facilitate where appropriate transition activities </td> </tr> <tr> <td style="text-align: center; vertical-align: top;">Working with parents</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> Provide information to parents regarding progress and attainment when appropriate and in line with school requirements </td> </tr> </table>	Teaching & Learning	<ul style="list-style-type: none"> Carry out teaching duties in accordance with the schools schemes of work and National Curriculum Work with all staff to ensure the best quality provision for all pupils Provide an example of excellence as a leading classroom practitioner in the team and inspire and motivate other staff Work with the Headteacher to secure and sustain high expectations and excellent practice in teaching and learning throughout the school, monitor and evaluate the quality of teaching and standards of pupil's achievement and use benchmarks and set targets for improvement Hold teaching commitment of 3 days per week 	Children's Progress	<ul style="list-style-type: none"> Co-ordinate professional development to focus on teaching and learning and attainment across the school Identify pupil underachievement and appropriate support/intervention Lead monitoring of pupils with SEND, PP pupils and other identified groups Liaise with the SENCo on the learning needs of pupils 	Monitoring provision	<ul style="list-style-type: none"> Perform regular and rigorous monitoring of the provision (both planning and delivery) and assessment procedures and feedback to the Senior Leadership Team and the Governing Body Ensure work sampling is carried out to monitor the implementation of policies and impact on progress Moderate pupils assessment and work to ensure agreements to guarantee reliable data Map out the teaching provision on an annual basis and throughout the year as and when required Take a lead role in the safeguarding of children 	Child Management	<ul style="list-style-type: none"> Support class teachers in dealing effectively with behaviour following the schools policies Facilitate where appropriate transition activities 	Working with parents	<ul style="list-style-type: none"> Provide information to parents regarding progress and attainment when appropriate and in line with school requirements
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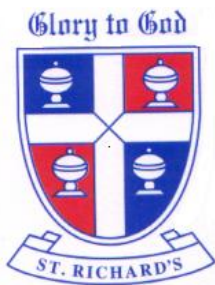


St Richard's Primary School

Deputy Headteacher

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	<ul style="list-style-type: none"> • Lead and/or attend relevant parent information meetings • Work with colleagues to improve attendance across the school
	<p>Leading and managing policy</p> <ul style="list-style-type: none"> • Contribute effectively to the development of the school's vision and ethos • Contribute to the consistent implementation and review of relevant policies • Lead safeguarding across the school
	<p>Leading and managing learning and progress</p> <ul style="list-style-type: none"> • Display and act as a role model to other staff members by demonstrating subject knowledge, subject application, marking, assessment, recording and reporting • Make a significant contribution to the schools Self-Evaluation process • Develop learning opportunities across the school to engage learners in lessons • Ensure effective use of resources, including new technologies, to stimulate learning and progress
	<p>Leading and managing people</p> <ul style="list-style-type: none"> • Secure a commitment from all members of the school community to the vision and ethos of the school • Provide information to the Headteacher regarding any issues or progress • Advise upon, plan and contribute to the professional development of all staff to increase their effectiveness and impact on the quality of teaching and learning • Carry out and line/performance management responsibilities • Address staff underperformance in a supportive manner • Take into account health and safety issues to ensure risk is managed for staff
	Be responsible for the analysis of data across the school overseeing and organising termly data drops
	Report to parents on the development, progress and attainment of pupils.
	Maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy.
	Day to day management in the absence of the Headteacher.
	Other duties arising; related to the post as discharged by the Headteacher.
Accountable to	Deputy Headteacher
Salary range	L4 – L9
Signed	Date:



St Richard's Primary School

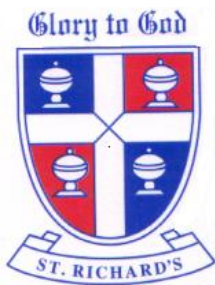
Deputy Headteacher

Job Description and Person Specification

Person Specification

The candidate will meet all or most of the following...

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Degree 	<ul style="list-style-type: none"> • NPQSL
Experience	<ul style="list-style-type: none"> • A variety of teaching experience across key stages. 	
Be fully committed to	<ul style="list-style-type: none"> • the Catholic Faith, promoting the Christian Ethos of our school • raising standards of attainment and achievement by further developing learning and teaching styles • the principle of inclusion for all stakeholders in our school community • working with parents/carers/parishes and the wider community • 	
Strategic Direction and development	<ul style="list-style-type: none"> • implement the vision, values and purpose for the future of our school in moving it forward • contribute to the development, implementation, rigorous monitoring and evaluation of our School Improvement Plan and Self Evaluation Form • take an active role in rigorous and robust data analysis and evaluation • have high expectations of pupils and a proven ability to raise standards through school improvement strategies 	
Leadership and Management	<ul style="list-style-type: none"> • support the Academy Principal in the day-to-day effective management of our school • motivate and inspire staff and pupils • gain the respect of and establish good working relationships with colleagues, 	

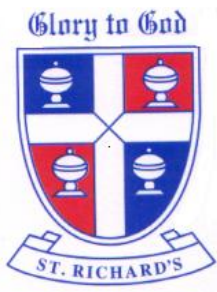


St Richard's Primary School

Deputy Headteacher

Job Description and Person Specification

	<p>parents/carers, governors and other stakeholders</p> <ul style="list-style-type: none"> • in partnership with the Headteacher, monitor and evaluate the specified area of responsibility in the overall performance of our school and be able to provide professional support to staff • understand the strategic role of and actively work with the Governing Body 	
<p>Professional Expertise</p>	<ul style="list-style-type: none"> • be an excellent teacher with high expectations who is a professional role model for others • have excellent organisational and leadership skills • know and understand the current initiatives and creative developments in the Primary Curriculum • maintain high standards of behaviour • demonstrate recent and relevant personal professional development and a commitment to further professional development • be a confident user of ICT to support the curriculum and school management • have proven and recent experience of pupil assessment and target setting • have knowledge and understanding of the primary age range, ideally including experience across all age groups • ensure outstanding provision for pupils' spiritual, moral, social and cultural education 	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • be motivated, enthusiastic, creative and forward thinking • work successfully with the whole school community, including parents/carers • communicate effectively and demonstrate sound interpersonal skills • be organised, working effectively under pressure in a 	



St Richard's Primary School

Deputy Headteacher

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	<p>demanding management position</p> <ul style="list-style-type: none">• respond to change in a positive and flexible way whilst also supporting colleagues• self-evaluate with the courage to take well considered risks• act with professional integrity• support Headteacher with effective deployment and development of staff	
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