Job Title: Deputy Head Teacher
Responsible to: Head Teacher and the Governing Body
Number on roll: 217
Pay Scale: L5-9

JOB PURPOSE:

The Deputy Head Teacher will assist the Head Teacher in leading and managing the school, in order to provide a Catholic educational community, sharing and communicating the vision and values of the school, so that all are enabled to achieve their highest potential.

Under the delegated authority of the Head Teacher, the Deputy Head will have responsibility for the day to day organisation and operation of the school in the absence of the Head Teacher.

This role will involve a class teaching commitment. There will be one afternoon non-contact for PPA and one afternoon for Deputy Head commitments. In addition, there will be release time for subject co-ordination and block release to work on specific projects.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

RESPONSIBLE TO:

The deputy headteacher is an employee of the Governing Body and is required to carry out professional duties as detailed in this job description, and in Canon Law, the Trust Deed and Instrument of Government for the school and those set out in the current School Teachers Pay and Conditions Document.

Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.
**Strategic Direction and Development of School**

The Deputy Head Teacher will assist the Head Teacher to:

- Ensure that the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- Analyse and plan for the school’s future needs and further improvements. Identify and meet priorities and targets, taking into account appropriate data.
- Monitor, evaluate and review school policies, procedures and practice and take action where necessary.
- Ensure that resources are deployed effectively and efficiently in order to secure value for money and high standards in teaching and learning.
- Ensure equality of opportunity for all through the school’s policies, procedures and practice.
- Ensure that parents and pupils are well informed about the curriculum, attainment and progress and about the contribution that they can make to achieving the school’s targets for improvement.
- Lead in specified curriculum areas.
- Build a school culture and curriculum which takes account of the richness and diversity of the school’s communities rooted in the Catholic Christian faith.
- Develop the schools improvement plan to promote and sustain ongoing improvement.

**Leading and Managing Staff**

The Deputy Head Teacher will assist the Head Teacher to:

- Treat all staff fairly, equitably and with dignity and acknowledge their contributions by acknowledging and praising success.
- Motivate, support, challenge and develop staff to ensure school improvement, while maintaining a realistic culture of high expectation for self and others.
- Work directly with staff in order to raise standards of teaching and learning.
- Play a leading role in Staff Appraisal, ensuring process reflects school priorities and Diocesan guidance and advice.
- Develop and deliver CPD of a high quality, which is clearly relevant to the school’s and individual’s needs and development.
- Have responsibility for lunchtime supervisors, including training, recruitment and timetabling.
- Plan for and ensure the successful induction of all new staff.
- Have regard to the work/ life balance of individual members of staff.
- To review own practice regularly, set targets and take responsibility for own development.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and responsibilities.
Teaching and Learning

The Deputy Head Teacher will assist the Head Teacher to:

- Deploy all staff effectively in order to improve teaching and learning.
- Monitor, evaluate and review the quality of teaching and learning and standards of pupil’s achievements and identify strategies for improvement. Where there is underperformance, ensure effective remedial action.
- Secure and sustain effective teaching and learning throughout the school, modelling and leading excellent classroom practice and disseminating good practice found across the school.
- Play a leading role in the implementation of new initiatives, teaching and learning approaches and related pedagogy.
- Promote reflective practice in liaison with the staff team.
- Develop and implement programmes to increase parental and pupil engagement.
- Ensure the Diocesan policies on religious education, sex and relationship education and worship are implemented.
- Develop curriculum policies and practices, in consultation with the Governing Body, that meet statutory requirements, are relevant to the aptitude and stages of development of all pupils, including those with special needs, and provide for the spiritual, moral, cultural, social and emotional development of all pupils.
- Monitor assessment and data analyses to identify where intervention is needed and evaluate achievement of pupils.
- Take a leading role in the implementation, monitoring and review of the Behaviour and Anti-bullying Policies throughout the school in order to secure high standards of behaviour.
- Ensure the use of all resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and to secure value for money.

Working with others

The Deputy Head Teacher will assist the Head Teacher to:

- To work with the Diocese, parishes and others to create a shared culture and positive climate that reflect the Mission of the Church in education.
- To liaise with other agencies and schools as appropriate, including to share good practice and to promote innovative initiatives.
- To ensure accurate and up to date records are maintained to satisfy safeguarding regulations.
- To reflect on own personal contributions to school achievement and to take account of feedback from others.
- To seek opportunities to invite parents, past pupils, community figures, businesses and other organisations into the school to enhance and enrich the school and its value to the wider community.
- To promote and develop the good reputation of the school within the local and wider community.