



## **Deputy Head Teacher**

### **Job Description**

<b>Job Title:</b>	Deputy Head Teacher
<b>Responsible to:</b>	Head Teacher and governors
<b>Number on roll:</b>	218
<b>Pay Scale:</b>	L3-8

#### **JOB PURPOSE:**

The Deputy Head Teacher will be a practising Catholic who will assist the Head Teacher in leading and managing the school, ensuring it retains its Catholic character, 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 2.5 days per week as SENCo. The remaining 2.5 days will be mainly non-class based but will include teacher cover and additional input to classes throughout the school. 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: Headteacher and governors**

The Deputy headteacher is an employee of Kent Catholic Schools Partnership 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.

He/She have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities. He/She will undertake any professional duties of the HT which may be delegated by the HT and will deputise for the HT in her absence.

**The Deputy Head Teacher will assist the Head Teacher to:**

### **Strategic Direction and Development of School**

- 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 faith.
- Develop the school's improvement plan to promote and sustain ongoing improvement, mindful of the local, national and international context.

### **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, including mentoring and coaching work.
- Play a leading role in Staff Appraisal, ensuring the process reflects school priorities
- 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 agreed staff members, 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**

- 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**

- To work with the Diocese, KCSP, parishes and others to create a shared culture and positive climate.
- 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.

Signed Deputy Headteacher:

Date:

Signed Headteacher

Date: