

# Sacred Heart Catholic Primary School and Nursery

## Job Description for Deputy Headteacher

**Leadership Scale:** Leadership Role: L9-14

**Responsible to:** Headteacher, Governing Body & Assisi Catholic Trust

### Overriding Requirements:

The Deputy Headteacher is an employee of the Assisi Catholic Trust and is required to carry out his/her professional duties in accordance with the School's Trust Deed, Canon Law and the teachings of the Catholic Church; and with the terms and conditions of the current School Teachers' Pay and Conditions Document. The contract of Employment between the Assisi Trust and the Deputy Headteacher will be the current Contract of Employment for a Headteacher/Deputy Headteacher issued by the Catholic Education Service.

### Job Purpose:

In addition to carrying out the professional duties of a teacher other than a Headteacher, the Deputy Headteacher will play a major role in the vision, leadership and direction of the school. By personal example and professional leadership, will ensure that the Catholic ethos, rooted in the teachings of Jesus Christ and the Catholic Church, permeates all aspects of life in the school.

He/She will work in partnership with the Headteacher to create a culture where all children receive a high quality education and there is continuous improvement of standards of achievement and development of the whole child.

The Deputy Head will assume the duties of the Headteacher in her absence.

### Strategic Direction and Development of the School

The Deputy Headteacher works with the Headteacher and Governing Body to develop the strategic view for the school in the community.

The Deputy Headteacher will

- Contribute to the implementation of the School Development Plan (SDP).
- Communicate effectively the long, medium and short term objectives of the SDP to all staff.
- Contribute to the creation of a Catholic ethos which provides educational vision and direction which secures effective teaching and successful learning and achievement for pupils including sustained improvement in their spiritual, moral, social and cultural development.
- Establishing a commitment amongst pupils, staff and parents to the school's mission in partnership with the governing body and through the example of personal conviction.
- Contribute to the determination of effective organisational and administrative systems which support the aims of the school.
- Provide clear leadership by the development and implementation of policies which promote the aims of the school and underpins its Catholic ethos.

### Teaching and Learning

The Deputy Headteacher works with the Headteacher and Governing Body to create an environment that promotes and secures good or better teaching, effective learning, high standards of achievement and progress and outstanding behaviour and conduct guided by the teaching of the Catholic Church. The Deputy Headteacher will

- Provide clear educational direction for the school.
- Contribute to the establishment and maintenance of policies which promote effective professional practice and define curriculum content.

- Monitor and evaluate the standards of teaching and learning in the school, ensuring that appropriate standards of professional performance are established and maintained.
- Monitor and evaluate the implementation of the curriculum and assessment policies and schemes of work.
- Ensure that the spiritual development of individuals is given clear focus and assistance through the prayer life, religious education programmes and liturgy of the school.
- Create and maintain an effective partnership with parents to improve children's achievement and personal and social development.

### **Leading and Managing the Staff**

Working with the Headteacher, the Deputy Headteacher will lead, motivate, support, challenge and develop staff to secure improvement.

The Deputy Headteacher will

- Support the Headteacher to ensure that professional duties are fulfilled as specified in the Terms and Conditions of Services of Teachers.
- Plan, allocate, support and evaluate the work undertaken by teaching and support staff as groups, teams and individuals.
- Contribute to the implementation of effective systems for the management of staff performance, incorporating appraisal targets for teachers and support staff, including those relating to pupil achievement.
- Motivate and enable all staff to develop expertise in their respective roles through continuing professional development.
- Maintain effective channels for communication to assist in the smooth running of the school.
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture consistent with the Catholic ethos of the school and its mission.
- Build a collaborative learning culture within the school and actively engaging with others to build effective learning communities.

### **Efficient and Effective Deployment of Staff and Resources**

Working with the Headteacher, the Deputy Headteacher will contribute to the deployment of the people and resources efficiently and effectively to meet the specific objectives of the SDP.

The Deputy Headteacher will

- Work with Governors and the Headteacher to recruit and appoint staff.
- Support the Headteacher to manage and organise accommodation efficiently and effectively to meet the needs of the curriculum and to ensure it fulfils health and safety regulations, including emergency and security arrangements
- Promote the common good of the community in accordance with the school's mission.

### **Accountability**

The Deputy Headteacher will support the Headteacher to account for the efficiency and effectiveness of the school to the Governors, Assisi Trust and others, including parents, staff, and the local community.

The Deputy Headteacher will

- Provide information, objective advice and support to the Headteacher and Governing body to enable it to meet its responsibility for securing effective teaching and learning and improve standards of achievement and for achieving efficiency and value for money.
- Contribute to the creation and development of an organisation in which all staff recognise that they are accountable for the success of the school.

- Developing the Catholic ethos so that everyone understands the mission of the school, which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and serve the community.
- Contribute to the presentation of regular reports on the school's performance to Governors, Assisi Trust, The Diocese, DfE and Ofsted.

### **Strengthening Community**

The Deputy Headteacher supports the Headteacher in:

- Building a school culture and curriculum, based on Gospel values and the teachings of Jesus Christ and the Catholic Church, which takes account of the richness and diversity of the school's communities.
- Building a relationship with the local church and parish communities, seeing participation in the celebration of the Eucharist as a crucial point of reference and stability.
- Creating and promoting positive strategies for challenging prejudice or harassment.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community and promoting commitment to serving the common good and communion with the wider-world.
- Ensuring a range of community-based learning experiences.
- Collaborating with other agencies in providing for the academic, religious, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Creating and maintaining an effective partnership with parents and carers, as the prime educators, to support and improve pupils' growth in the knowledge and love of God and neighbour, their achievement and personal development.
- Seeking opportunities to invite parents and carers, the parish, community figures, businesses or other organisations into the school to enhance and enrich the school as a faith community and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

### **Safeguarding Children & Safer Recruitment**

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

The Deputy Headteacher should support the Headteacher in ensuring that:

- The policies and procedures adopted by the governing body are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing in the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed disclosure policy.