



ST. JOAN OF ARC Catholic School

JOB DESCRIPTION – DEPUTY HEADTEACHER

Responsible to: The Headteacher

1. Introduction

- 1.1 This appointment is with All Saints Catholic Academy Trust under the terms of the Catholic Education Service contract signed with the Academy Trust as employer. The Academy Trust will appoint a practising Catholic who, 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 the life of the school.
- 1.2 The appointment is subject to the current conditions of service for Deputy Headteachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation.
- 1.3 This job description may be amended at any time, following consultation between the Headteacher and the Deputy Headteacher and will be reviewed annually.

2. Core Purpose of the Deputy Headteacher

- 2.1 To set the context, the core purpose of the Headteacher is to provide professional leadership and management for a school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success a Headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. Headteachers must establish a culture that promotes excellence, equality and high expectations of all pupils.
- 2.2 The core purpose of the Deputy Headteacher is to support the Headteacher in ensuring that: the school is conducted as a Catholic school in accordance with the teachings of the Catholic Church and Canon Law, and in accordance with the Trust Deed of the Archdiocese of Westminster;
 - religious education is in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church;
 - religious worship is in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church;
 - the school provides high quality teaching and learning that leads to successful outcomes for pupils in terms of spiritual and moral growth, achievement, attitudes to learning, behaviour and personal development;

- the school will promote and safeguard the welfare of all children, enabling every child, whatever their background or their circumstances, to have the support they need to: be healthy; stay safe; enjoy and achieve; make a positive contribution; achieve economic well-being; recognise their own dignity and the dignity of others as children of God;
- all statutory requirements are met and the work of the school is effectively monitored, evaluated and reviewed.

General Duties and Responsibilities : To carry out the duties of the Deputy Headteacher as set out in the current School Teachers' Pay & Conditions Document.

SHAPING THE FUTURE

The strategic direction and development of the school stems from the educational mission of the Church which is reflected in the school's Ethos Statement, Mission Statement and School Development / Improvement Plan.

Main Tasks / Actions

To work with the Headteacher:

- To ensure the Catholic vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- To work within the school and parish communities to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.
- To demonstrate the vision and values in everyday work and practice.
- To motivate and work with others to create a shared culture and positive climate that reflects the mission of the Church in education.
- To ensure creativity, innovation and the use of appropriate new technologies to achieve excellence and nurture human wholeness.
- To ensure that strategic planning takes account of the diversity, values and experiences of the school and the community at large and the mission of the Church in education.

LEADING LEARNING AND TEACHING

In a Catholic school the search for excellence is given expression in learning and teaching. The Deputy Headteacher, working with the Headteacher, will take a lead role to secure and sustain excellent learning and teaching throughout the school.

Main Tasks / Actions:

- To ensure a realistic consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- To ensure that learning is at the centre of strategic planning and resource management.
- To establish creative responsive and effective approaches to learning and teaching in line with the school's Mission Statement.
- To ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- To demonstrate and articulate high expectations and set realistic, obtainable targets for the whole school community.
- To implement strategies which secure high standards of behaviour and attendance.
- To determine, organise and implement a diverse and flexible curriculum and implement an effective assessment framework.
- To take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils and staff.
- To monitor, evaluate and review classroom practice and promote improvement strategies.
- To challenge underperformance at all levels and ensure effective corrective action and follow-up.

DEVELOPING SELF AND WORKING WITH OTHERS

In a Catholic school the role of the Headteacher and Deputy Headteacher is one of leadership of a learning community rooted in faith. Leadership should take Christ as its inspiration and management of staff should demonstrate an awareness of their unique contribution as individuals, valued and loved by God.

Main Tasks / Actions

- To treat all people fairly, equitably and with dignity and respect to create and maintain a positive school culture in line with the school's Mission Statement.
- To build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.

- To develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
- To ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- To acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- To develop and maintain a realistic culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
- To regularly review own practice, set personal targets and takes responsibility for own personal development.
- To safeguard self and staff from the destructive dangers of over-work and to encourage colleagues to retain a healthy balance in their professional and personal lives.

MANAGING THE ORGANISATION

- To create an organisational structure which reflects the school's Catholic Christian values, and enables the management systems, structures and processes to work effectively in line with legal requirements.
- To produce and implement clear, evidence based improvement plans and policies for the development of the school and its facilities.
- To ensure that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives,
- To manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- To recruit, retain and deploy staff appropriately and manage their workload to realistically achieve the vision and goals of the school.
- To implement successful performance management processes with all staff.
- To manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum, health and safety regulations and reflects the distinctive characteristics of Catholic education.
- To ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.

- To use and integrate a range of technologies effectively and efficiently to manage the school.

SECURING ACCOUNTABILITY

In a Catholic school the Headteacher fulfils his or her responsibilities in accordance with the Instrument of Government. The Headteacher supports the Academy Trust in fulfilling its responsibilities under Canon Law to the Diocese and in accordance with national legislation. The Deputy Headteacher supports the Headteacher in these tasks.

Main Tasks / Actions:

- To fulfil commitments arising from contractual accountability to the Academy Trust.
- To develop a Catholic school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- To ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- To work with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities.
- To develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.
- To reflect on personal contribution to school achievements and to take account of feedback from others.

STRENGTHENING COMMUNITY

In a Catholic school the Deputy Headteacher and the Headteacher share responsibility for the mission of the school and the wider diocesan educational system and as such are therefore called to work in collaboration with parents, priests, parishioners, diocesan officers and colleague heads and deputies together with agencies as and when appropriate.

- To 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.
- To create and promote positive strategies for challenging racial and other prejudices and dealing with racial harassment.
- To ensure learning experiences for pupils are linked into and integrated with the wider community.

- To ensure a range of community based learning experiences.
- To collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- To create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- To seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community,
- To contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives, especially with other diocesan schools.

The duties and responsibilities listed above describe the post as it is at present. The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or responsibilities entailed. Such variations are a common occurrence and would not justify a re-evaluation of the post.

The post holder is required to be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

All Saints Catholic Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offers of employment are conditional until satisfactory checks are carried out as per the current version of Keeping Children Safe in Education.