

Job Description



POSITION Deputy Head Teacher

SCHOOL St Peter and St Paul Catholic Primary School

RESPONSIBLE TO

Head Teacher

GRADE

Leadership (inner London)

This job description should be read alongside the range of duties and responsibilities of Deputy Head teachers as set out in the annual Teachers' Pay and Conditions Document. Candidates will be expected to have considered these in relation to the above post.

Core Purpose of the Post

- Be a practising Catholic, committed to their faith development and the faith development of all members of the school community.
- To have the ability to lead a school community of faith and to be a visible witness
- The Deputy Head Teacher, like the Headteacher, has a day-to-day expectation to deal with all eventualities, which present themselves.

The Deputy, with the active support of the Headteacher and Senior Staff, would lead in matters of assessment, record keeping, planning and Inclusion.

Leadership

- To deputise for the Headteacher in the administration and management of the school
- To be a member of the Senior Management Team, and to contribute to all management decisions
- Support the Headteacher in ensuring that professional duties are fulfilled as specified in the terms and conditions of teachers
- To play a lead role in implementing the school's appraisal cycle
- To support the Head teacher and Staff in maintaining high expectations of teaching and learning and behaviour within the school

- To attend Governor's meetings, and be part of various sub-committees as requested

Management

- To have excellent communication skills
- To ensure that the school is properly timetabled
- To lead on inclusion within the school
- To lead on Assessment, record keeping and planning
- To play a lead role in implementing the school's appraisal cycle
- To work with the Headteacher to manage the effectiveness of curriculum leads and their structure within changing priorities

Teaching and Learning

- To play a leading role in implementing and following the school's policies on planning, assessment and record keeping throughout the school
- To play a leading role in curriculum development
- To keep abreast of new educational developments and ensure that we try to respond appropriately

- To be an excellent class teacher to whom others can look to as an example of good practice
- To have excellent IT skills and the ability to use systems, SIMS and social media platforms.
- To be proficient on the Google classroom and lead/trouble shoot for this.
- To be able to liaise with the school parish priest and external agencies
- To be DLS trained
- To be able to deliver targeted interventions
- Have the ability to lead INSET to develop staff knowledge and expertise
- Mentor & induct new members of staff, students and Early Career Teachers
- Have the ability to support and monitor the work of teaching assistants
- To assist in the planning and conducting of acts of collective worship
- To keep abreast of new educational developments and ensure the school responds appropriately

Commitment

- To be aware of all Equal Opportunities implications within our school, and lead on their continued development
- To ensure that the school's customer care standards are met and adhered to.

Personal Responsibilities

- To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- To promote the safeguarding of children.

- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
- To undertake training and professional development as appropriate.
- To undertake other duties appropriate to the post that may reasonably be required from time to time.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- To carry out general portorage duties as required and particularly the provision of furniture and other equipment to meet the needs of premises users for timetabled activities without continued instruction.

Person Specification



POSITION Deputy Head Teacher

RESPONSIBLE TO

Headteacher

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Leadership (inner London)

The table below outlines the essential and desirable criteria, which will be used to select the candidate(s) for this post.

Criteria	Essential	Desirable
Catholicity	<ul style="list-style-type: none">Be a practising Catholic, committed to their faith development and the faith development of all members of the school community.Ability to lead a school community of faith and to be a visible witness	Experience of working in a Catholic school
Qualifications	<ul style="list-style-type: none">QTSDegree/Other professional qualification	Catholic Teacher's Certificate or Catholic CPD
Ethos, Philosophy and Practice	<ul style="list-style-type: none">Ability to demonstrate and communicate a clear vision of Catholic educationAdditional information to show clear and detailed views in this area	

Experiences	<ul style="list-style-type: none"> ▪ Recent and successful experience of leadership and management in areas of school development ▪ Evidence of major whole school responsibilities and experience of turning policy into effective practice ▪ Experience of assessment, evaluation and target setting in a management role ▪ Recent CPD in one or any of the following: <ul style="list-style-type: none"> ➤ Senior/Middle leadership training ➤ Data training 	<ul style="list-style-type: none"> ▪ Experience of teaching and managing across the primary age range ▪ Experience of presenting curriculum issues to parents or governors ▪ Experience of dealing with outside agencies
Professional knowledge, skills and attributes	<ul style="list-style-type: none"> ▪ Exemplary teacher ▪ Leadership of a significant area or phase or inclusion including responsibility for raising standards across the school ▪ The ability to work with all in the strategic and pastoral management of the school ▪ The ability to build good relationships and, in partnership with the Headteacher, to work to foster a team spirit and a sense of common purpose ▪ The ability to lead, manage and inspire colleagues to achieve agreed goals 	<ul style="list-style-type: none"> ▪ Some understanding of budget procedures ▪ Knowledge of recent developments within the local and national education climate

	<ul style="list-style-type: none"> ▪ Contribute effectively to the work of the Head teacher and the Senior Leadership Team ▪ The ability to deal successfully with difficult situations that may include conflict management ▪ Knowledge and expertise of leading more than one curriculum area ▪ Demonstrate a clear understanding of effective teaching and learning, assessment and evaluation strategies ▪ Ability to analyse data and create effective action plans ▪ Up to date knowledge of Safeguarding procedures 	
Personal Skills and attributes	<ul style="list-style-type: none"> ▪ Excellent communicator to a range of audiences and in a range of media ▪ Inspire, challenge, motivate and empower others to carry our school family vision forward ▪ Solution seeker / positivity ▪ Creative ▪ Can prioritise, plan and organise themselves and others 	

	<ul style="list-style-type: none"> ▪ Flexible ▪ Sense of humour ▪ Approachable ▪ Think creatively to anticipate and solve problems ▪ Reflective ▪ Ability to demonstrate high level ICT skills in personal and educational situations ▪ Commitment to furthering own professional development 	
References	<ul style="list-style-type: none"> ▪ Three fully supportive references including one from their Parish Priest, which cover the candidate's professional, personal and leadership qualities 	