Deputy Headteacher
with responsibility for Catholic Life and Quality of Education

Job Description

Blessed Edward Oldcorne Catholic College is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be subject to the appropriate safer recruitment checks, including an enhanced Disclosure and Barring Service check.

The successful candidate must be a practising Catholic in accordance with the definition of the Archdiocese of Birmingham. The College is committed to equality of opportunity and to a recruitment process that is fair, transparent and evidence based.

Responsible to: Headteacher
Salary: Leadership Scale L20-L24
Contract: Permanent, full-time
Start date: 1 September 2027

Purpose of the Role

The Deputy Headteacher will support the Headteacher in providing strategic, professional and spiritual leadership for Blessed Edward Oldcorne Catholic College. The Deputy Headteacher will be both a senior professional leader and a leader within the College's faith community, working closely with the Headteacher to ensure that Catholic Life and Mission permeate all aspects of College life.

The postholder will support the College in delivering the diocesan mission to form Christ-centred pilgrims of hope with kind hearts, questioning minds, a thirst for knowledge and a hunger for justice.

The Deputy Headteacher will have particular strategic responsibility for:

- Catholic Life and Mission;
- Religious Education;
- Disadvantaged pupils and pupil premium
- Relationships and Health Education;
- Teaching and Curriculum;
- Professional and leadership development.

The Deputy Headteacher will deputise fully for the Headteacher when required and undertake the professional duties and responsibilities appropriate to the role.

The postholder must be a practising Catholic, as defined by the Archdiocese of Birmingham, and will be expected to give clear personal witness to the Catholic faith through their leadership.

1. Catholic Life and Mission

The Deputy Headteacher will:

- provide strategic leadership of the Catholic Life and Mission of the College;
- actively promote and give witness to the Catholic ethos and mission of the College through leadership and daily practice;
- work with the Headteacher to ensure that the Catholic faith and mission are reflected throughout the curriculum, relationships and wider life of the College;
- provide strategic oversight of Religious Education, ensuring that it is recognised as the "core of the core" and delivered in accordance with the Religious Education Directory and diocesan requirements;
- line manage the Head of Religious Education, Person in Charge of Catholic Life and Lay Chaplain;
- provide strategic oversight of prayer and liturgy, Catholic Social Teaching and chaplaincy;
- support the development of pupil participation and leadership within the Catholic life of the College;
- support the formation of staff as both professionals and people of mission;
- lead preparation for Catholic Schools Inspectorate inspection;
- develop positive relationships of service with pupils, families, parishes, clergy, the Archdiocese and the wider Catholic community.

2. Relationships and Health Education

The Deputy Headteacher will:

- provide strategic leadership and oversight of Relationships and Health Education across the College;
- ensure that the RHE curriculum meets statutory requirements, diocesan expectations and the teachings of the Catholic Church;
- ensure that RHE presents a coherent and holistic Christian vision of the human person, relationships, dignity and family life;
- ensure that RHE is appropriately sequenced, age appropriate and responsive to the needs of pupils;
- ensure that Catholic teaching is clearly and confidently reflected within RHE policies, curriculum materials and classroom practice;
- oversee the implementation, monitoring and evaluation of the College's RHE curriculum;
- ensure that staff delivering RHE receive appropriate guidance, resources, formation and professional development;
- ensure effective consultation and communication with parents and carers about the content and delivery of RHE;
- work collaboratively with other senior leaders so that RHE is appropriately connected to Catholic Life, Personal Development, safeguarding, pastoral provision and the wider curriculum;
- report to the Headteacher and governors on the quality, impact and statutory and diocesan compliance of RHE provision.

3. Teaching and Curriculum

The Deputy Headteacher will:

- provide strategic leadership of teaching and curriculum across the College;
- oversee curriculum intent, implementation and review;
- lead the continuing development of high-quality, evidence-informed teaching, learning and assessment;
- ensure that the curriculum is ambitious, coherent and inclusive and reflects both educational excellence and the Catholic mission of the College;
- oversee the College's quality assurance processes and ensure that these lead to sustained improvement;
- provide support and challenge to Heads of Department and other curriculum leaders;
- oversee the strategic development of literacy, reading, oracy and numeracy across the curriculum;
- promote consistently high expectations of teaching, learning and pupil achievement;
- work collaboratively with the Inclusion Lead/SENCO to ensure that high-quality, adaptive teaching meets the needs of pupils with SEND and disadvantaged and vulnerable pupils;
- monitor and evaluate the impact of curriculum and teaching on pupil progress and outcomes;
- report to the Headteacher and governors on the quality and impact of education across the College.

4. Disadvantaged Pupils and Pupil Premium

The Deputy Headteacher will:

- provide strategic leadership for improving the achievement, participation and outcomes of disadvantaged pupils;
- lead, implement and evaluate the College's disadvantaged and Pupil Premium strategy;
- ensure that barriers to achievement are identified and addressed through high-quality teaching and appropriate wider support;
- monitor the progress, attendance and wider outcomes of disadvantaged pupils and use evidence to evaluate the impact of provision;
- ensure that Pupil Premium funding is used effectively and in accordance with statutory requirements;
- report regularly to the Headteacher and governors on strategy, expenditure and impact.

5. Professional and Leadership Development

The Deputy Headteacher will:

- lead and support the professional development and formation of teaching staff;
- ensure that professional development is aligned with College priorities and leads to improved classroom practice;
- oversee the induction, support and development of Early Career Teachers;
- contribute to the development of middle and aspiring leaders;
- develop leadership capacity and support effective succession planning;
- promote a culture of coaching, professional reflection and continuous improvement;
- support senior and middle leaders in evaluating the quality and impact of their work;
- contribute to the sharing of effective practice and the College's wider contribution to Catholic education.

6. Whole-College Leadership

The Deputy Headteacher will:

- support the Headteacher in the strategic leadership and management of the College;
- contribute to College improvement planning, self-evaluation and wider quality assurance;
- promote high expectations and standards for all pupils;
- contribute to the development, implementation and evaluation of College policies
- line manage designated members of the Senior Leadership Team, providing appropriate support, challenge and professional development, while ensuring that individual leaders retain clear strategic responsibility and accountability for their areas of leadership;
- work collaboratively with all members of the Senior Leadership Team, recognising and supporting their individual areas of strategic responsibility;
- support governors in fulfilling their strategic responsibilities;
- work constructively with diocesan officers, the local authority, other schools and external partners;
- support the Headteacher in ensuring that the College operates in accordance with relevant diocesan directives and protocols;
- support the effective and responsible use of resources in service of the College's mission and strategic priorities;
- contribute to a culture of belonging, dignity and respect in which all pupils can participate, succeed and flourish;
- deputise fully for the Headteacher when required.

7. Safeguarding and Wellbeing

The Deputy Headteacher will:

- demonstrate a clear commitment to safeguarding and promoting the welfare of children and young people;
- ensure that safeguarding responsibilities are fully understood and implemented;
- contribute to a College culture in which pupils feel safe, listened to, valued and supported;
- promote the wellbeing of pupils and staff;
- support the Headteacher in fulfilling the College's statutory safeguarding responsibilities;
- ensure that the RHE curriculum contributes appropriately to pupils' understanding of healthy relationships, consent, personal safety, online safety and how to seek help.

8. Professional Responsibilities

The Deputy Headteacher will:

- uphold and promote the Catholic ethos, mission and values of the College;
- give clear personal witness to the Catholic faith through their leadership and conduct;
- engage positively in ongoing professional and faith formation;
- undertake the professional duties of a Deputy Headteacher as set out in the current School Teachers' Pay and Conditions Document;
- comply with the conditions of employment contained within the Catholic Education Service contract;
- maintain the highest standards of professional conduct, confidentiality and integrity;
- undertake any other duties reasonably required by the Headteacher and consistent with the role and level of responsibility of a Deputy Headteacher.

Review of the Job Description

This job description reflects the current strategic needs and leadership structure of the College. It may be reviewed following consultation with the postholder to reflect the changing needs of the College, while remaining consistent with the professional status and level of responsibility of a Deputy Headteacher.

Safeguarding and Equality

Blessed Edward Oldcorne Catholic College is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be subject to the appropriate safer recruitment checks, including an enhanced Disclosure and Barring Service check.

The successful candidate must be a practising Catholic in accordance with the definition of the Archdiocese of Birmingham.

The College is committed to equality of opportunity and to a recruitment process that is fair, transparent and evidence based.

Signed …… Date ……