# Job Description

# Deputy Headteacher: Director of Lower Site

## The Role of a Deputy Headteacher in a Catholic School

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 Diocese of Brentwood;
* 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 responsibilities**

* To promote the school’s vision, aims and priorities.
* To deputise for the Headteacher in their absence.
* To keep the Headteacher informed of any matter regarding the Lower Site which may be of relevance.
* To provide professional leadership and management to secure:
	+ Improvement in achievement and attainment for all students,
	+ Raising of aspirations and standards of learning and teaching,
	+ High quality provision of all services,
	+ Effective strategic direction, leadership, and management at all levels,
	+ Effective deployment of resources,
	+ A safe and healthy environment for members of the school community,
	+ Ensuring the day-to-day functions of the school (particularly the Lower Site) run smoothly,
	+ Outstanding levels of compliant behaviour and behaviour for learning.
* To be the leader for all aspects of Lower Site and a key presence on site at all times of the day, ensuring positive behaviour, effective classroom management and providing support for staff as needed whilst maintaining a professionally disciplined and caring atmosphere.
* To manage, and provide, “on call” assistance as needed and follow up on behavioural issues across all key stages which occur on the Lower Site.
* To coordinate and monitor log book visits to classrooms to ensure quality of behaviour and adherence to classroom management policy, following up on issues as noted.
* To be responsible for arranging, coordinating and monitoring staff duties across the site to ensure that all activities are appropriately supervised as well as maintaining a presence at bus stops and in the Castle area.
* To provide reports for Governors as required.
* To arrange and lead staff Inset and staff and SMT / SLT meetings as required.
* To lead school development and contribute to the school improvement plan and monitoring of progress against targets for this.
* To contribute to the school’s SEF document.
* To be responsible of the management of the school’s admissions policies and practices so that they are in accordance with the relevant Code of Practice including the annual determination of our school’s Admissions Criteria and the process of consultation in accordance with the Code of Practice.
* To act on behalf of the Headteacher and Governing Body as the School’s Admission’s Manager for all admissions, primarily those of Year 7.
* To act on behalf of the Headmaster and Governing Body as the School’s presenting officer at admissions appeals.
* To conduct performance management reviews of staff as required.

**Teaching responsibilities**

* To teach lessons as required.
* To ensure all aspects of the Teaching Standards are upheld and to act as a model of good practice for other teachers to observe.

**Pastoral and behaviour management responsibilities**

* To be responsible for the strategic leadership of pastoral care and behaviour management of all students on the Lower Site, but specifically, Years 7-9, ensuring that systems, policies and practice are robust and implemented so that outstanding pastoral care is in place for students and staff that remains true to the distinctive Catholic ethos of the school.
* To establish Pastoral Improvement Plans at Key Stage 3, setting realistic but challenging targets for improvement and reviewing and reporting on the progress against these.
* To lead and coordinate the work of the Year Leaders within Key Stage 3, ensuring that there is consistency in standards across year groups and promoting good order, effective discipline and positive attitudes to learning among the students.
* To ensure that Key Stage 3 Year Leaders track and monitor student progress and use the data effectively to maximise academic achievement and wellbeing.
* To hold regular meetings with KS3 Year Leaders to have oversight, lead and monitor the pastoral system (including form time, assemblies, detention and referral systems, regular homework clubs, student leadership).
* To hold Year Leaders accountable for the development of their areas and the management of their form tutors.
* To liaise with the Cloisters Inclusion Manager, Behaviour Support Managers and Director of Upper Site regarding repeated behaviour issues relating to Key Stage 3 students to determine an appropriate strategy for reducing and improving these.
* To conduct or oversee detailed investigations into any serious behaviour incidents which occur on Lower Site (or those on Upper site involving Key Stage 3 students), and advise the Headteacher of any appropriate sanctions such as suspension or exclusion which require their approval. To ensure that all paperwork for such matters is effectively completed, circulated to relevant parties and saved onto systems such as CPOMs and SIMs.
* To lead and advise all staff in completing accurate and detailed referrals for any issue relating to behaviour and attitudes, ensuring that sanctions are applied, and staff/parents/SMT/Heads of Year are updated**.**
* To generate and review reports from behaviour systems such as Edulink or SIMs to identify issues and trends in behaviour, establishing strategies and initiatives to reduce these.
* To ensure that there is a strategically planned assembly programme in place at Key Stage 3 that supports all aspects of pastoral care and the Catholic life of the school and ensure the good conduct and effective participation of students in these.
* To develop and promote opportunities to celebrate and reward positive student behaviour and achievement.
* To coordinate and lead parents’ evenings for Key Stage 3.
* To ensure that all KS3 form groups are appropriately allocated to staff and ensure purposeful use of form time and to liaise with the Cover Coordinator regarding daily absences to ensure that Form tutors are covered if absent.
* To work collaboratively with other pastoral leaders to ensure consistency of expectations and initiatives across both sites.
* To lead or contribute to pastoral team meetings at least once per half term.
* To engage in research that ensures Trinity is at the forefront regarding best practice in all aspects of pastoral care, behaviour management and spiritual development.
* To ensure that all KS3 pastoral staff uphold the school’s ethos and values through their management of communication with parents and students.
* To ensure satisfactory medical arrangements for the pupils on the lower site who become sick or have accidents on site to keep appropriate records.
* To optimise KS3 attendance at morning mass.
* To liaise with the EWO re: attendance at KS3 and act on issues as required.

**Academic outcomes**

* To ensure optimal academic outcomes for the KS3 cohort, reviewing data and liaising with the KS3 curriculum lead, SENCO and Lead teacher for Disadvantaged students to ensure that support for students is in place as required.
* To facilitate the Y9 options process and liaise with the curriculum team to ensure that all students make appropriate options choices.

**Safeguarding**

* To set attendance targets and lead activities which promote punctuality and good attendance.
* To lead *(involving Year Leaders as needed)* regular meetings with the Educational Welfare Officer and School Attendance Officer *(as needed)* regarding KS3 students and ensure that specific and clear action is taken to achieve the school’s targets relating to attendance and punctuality.
* To act as a Deputy Designated Safeguarding Lead and as the first point of contact for students based on the Lower Site and undergo training as needed to develop and maintain the knowledge and skills required to carry out the role.
* To support the school's Designated Safeguarding Lead in the school's responsibility for safeguarding and child protection across the school and with specific reference to KS3 and Lower Site.
* In liaison with the DSL, to oversee the management of safeguarding and child protection related referrals for pupils at KS3, taking part in strategy discussions and inter-agency meetings as needed.
* To keep detailed, accurate and secure records of all concerns and referrals via the school's CPOMS system.
* To be alert to the specific needs of children in need, those with special educational needs and young carers.
* To encourage a culture of listening to children amongst all staff, ensuring that children's feelings are heard when the school puts measures in place to protect them.
* To model best safeguarding practice at all times.

**School functioning**

* To coordinate and lead Lower Site staff briefings.
* To line manage and oversee the smooth running of the Lower Site school office.
* To ensure that KS3 and Lower Site notices are included in the Diary of Events.
* To be responsible for arranging and coordinating events such as KS3 open evenings or parents’ evenings.
* To work with and advise the Premises and Health and Safety Manager regarding any site issues or upcoming events which require their input / action.
* To liaise with relevant staff regarding projects related to the maintenance/improvement of Lower Site.
* To act as a point of contact/advice for staff based on Lower Site.
* To work with the Director of Upper Site, Director of Curriculum and Director of Timetabling to ensure appropriate allocations of teaching staff, departments and ancillary staff are on each site.
* To be responsible for the line management of non-teaching staff across the school (unless allocated to other staff).

**Line Management responsibilities**

To line manage the following members of staff:

* KS3 Year Leaders
* Office staff on lower site
* Behaviour Manager
* School Attendance officer
* School Admissions officer
* Cover Supervisors
* Non-teaching staff
* Assistant Headteachers as required
* Department HOD/s as required

***Notes*** *This job description sets out the main duties of the post at the date when it was drawn up; it does not provide an exhaustive list of duties. Duties may vary from time to time without changing the general character of the post or level of responsibility.*