



Deputy Headteacher – Job Description

Job Title: Deputy Headteacher

Salary Scale: L21 – L25 with possibility of extended scale for an experienced Deputy seeking a different context

Start: January 2027

Reporting to: The Headteacher

Specific responsibilities:

Core Purpose

The core purpose of the post is to work collaboratively with the Headteacher and the other Deputy Headteacher to realise our vision to be an exceptional Catholic community, taking a key role in school improvement and leading and managing all aspects of school life. The specific areas of responsibility will be agreed with the successful candidate, maximising the skills and strengths of all members of SLT. The Deputy Headteacher will deputise for the Headteacher, taking full responsibility for the school, as required. The Deputy Headteacher will work to create a reflective culture of continuous improvement and high aspiration and will support all members of the school, students and staff alike, to realise their potential. The specific responsibilities of each Deputy Headteacher may be subject to change over time depending on the needs of the school and to afford each member of the Senior Leadership Team the opportunity to gain experience in different aspects of school leadership.

Leadership and Management Responsibilities

- Support and assist the Headteacher in all aspects of the role
- Contribute to formulating the aims and objectives of the school and devise and help implement the School Improvement Plan
- Establish and review policies and systems through which the aims and objectives of the School Improvement Plan may be achieved
- Undertake Line Management responsibilities of curriculum areas and inclusion as required
- Manage staffing and resources as required
- Oversee recruitment and retention of staff, fostering good relationships and encouraging good working practices
- Be a visible presence in the school, to have high expectations and lead by example
- Contribute to ensuring that our safeguarding arrangements are robust
- Be a public advocate for the school, representing its interests loyally and with discretion
- Attend and contribute to meetings relating to the curricular, administrative, organisational, pastoral and managerial aspects of the school
- Attend Governing Body meetings as needed to advise, report, and support committees



Ethos, Vision and Culture

- Be wholly supportive of Catholic education
- Be a practicing Catholic
- Have a holistic approach to learning which is broader than examination results
- Support the school's mission in nurturing the spiritual formation of our young people to ensure that they are encouraged and enabled to make a positive contribution to our school and the wider community
- Work with staff and governors to develop the Catholic ethos, vision and aims of the school
- Maintain a secure, caring, welcoming, happy, stimulating and challenging learning environment
- Lead, support and develop school strategies to ensure excellent achievement of all students regardless of their starting points or background
- Lead, support and develop school strategies to maintain outstanding standards of student behaviour and attendance, and warm and supportive relationships, in keeping with our Catholic values, especially in support of vulnerable students

Operations

- Facilitate the effective day to day running of the school ensuring that systems and procedures support this efficiency and impact on the positive behaviour of students
- Contribute to the review, creation and implementation of clear, simple policies and procedures to ensure the smooth running of the school
- Be an integral and effective part of the whole school duty system
- Ensure effective communication with all stakeholders and in relation to all aspects of the school
- Participate in monitoring and evaluating behaviour and safety and student wellbeing, together with effective school performance
- Support the whole school Performance Management process for teaching and support staff

School Improvement

- Ensure the highest possible standards of student behaviour, achievement and learning for all students
- Contribute to providing clear strategic direction for the school to secure the highest quality educational provision i.e. curriculum, teaching and learning, extra-curricular provision
- Ensure that appropriate educational initiatives are implemented effectively to secure continuous improvement
- Lead, with the Head Teacher, Governors and Leadership Team, the development and implementation of the school's strategic School Improvement Plan, departmental plans and policies and pastoral development plans
- Ensure the plans are reviewed, evaluated and significant progress made to achieving agreed plans
- Review the work and organisation of the school and monitor and evaluate effectiveness, challenging leadership at all levels
- Ensure that the school benefits from a rigorous self-evaluation framework that directly leads to raising standards
- Contribute to preparing and leading the school towards achieving and then maintaining an *Outstanding* Section 48 grading
- Contribute to preparing and leading the school towards achieving 'exceptional' Ofsted status
- Keep abreast of developments in education and changes to accountability measures



Curriculum

- Contribute to developing a knowledge rich curriculum across the school ensuring that the curriculum is academically rigorous, relevant and inspiring
- Contribute to reviewing our curriculum to support the further development of a flexible, challenging curriculum to meet the aspirations and interests of students and the needs of an ever-changing world
- Keep abreast of curriculum changes and developments along with all members of SLT
- Ensure that the curriculum is implemented effectively as an SLT link within specific curriculum areas

Teaching and Learning

- Be a skilled and successful teacher who can model good practice for others, securing excellent outcomes which reflect outstanding progress for the students taught
- Make an exemplary contribution to the department in which you teach
- Contribute to developing outstanding teaching and learning and assessment across the school
- As a member of SLT, monitor teaching and learning and assessment throughout the school, in conjunction with other leaders of Teaching and Learning

Raising Achievement

- Ensure a culture of accountability and giving of our best for students and staff
- Confidently evaluate performance data and identify priorities for continuous improvement
- Contribute to the monitoring of student progress, using performance data to motivate students and staff to improve and to inform parents of progress
- Contribute to ensuring that academic guidance and support is provided for all students
- Along with SLT, agree, plan, oversee and evaluate a range of strategies to raise achievement

Leading, Developing and Managing others

- Promote team work, supporting, developing, challenging and motivating others to ensure effective working relationships and high performance
- Line manage a number of Assistant Headteachers
- Line manage a number of subject areas and/or areas of Inclusion
- Lead on and undertake performance reviews of an agreed number of staff
- Undertake 'Challenging Conversations' as required to secure high quality provision at our school
- Lead on the selection and appointment of new staff as required
- Contribute to our Staff CPD Programme as required, and make a contribution to succession planning and the development of future leaders

Communication

- Lead the development of effective links with other educational institutions, commerce and industry, external agencies and the community
- Communicate information specific to the roles to all stakeholders
- Oversee that relevant documentation and information on the website and staff area is up to date
- Ensure that all colleagues are clear about the school aims and objectives
- Ensure effective communication / consultation as appropriate with parents/carers of students



- Represent the views and interests of the school at all times
- Represent the school at events, conferences and meetings
- Promote the school at Open Evenings
- Lead staff briefings, assemblies, Information Evenings and whole school events as required

All SLT members will be expected to comply with any reasonable requests from the Headteacher or Governors to undertake work that is not specified within this job description.

In summary, as the Deputy Headteacher, you are required to:

- Be wholly supportive of Catholic education
- Deputise for the Headteacher as required
- Take a lead role in strategic planning and driving whole school development and improvement
- Assist the Headteacher in personnel issues
- Assist the Headteacher in securing the school's commitment to safeguarding and promoting the welfare of students

Further Information

All staff members are required to contribute to and support the overall aims and ethos of the school. All staff members are required to participate in training and other learning activities as well as professional development as required by the school's policies and practices.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to amendment from time to time after consultation with the post holder, without changing the level of responsibility of the post.