



## Holy Spirit Catholic & Church of England Primary School Deputy Headteacher Job Description

The school has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government states that it is part of the Catholic and Anglican Church and is to be conducted as a Joint Church school in accordance with Canon Law, the teachings of the Roman Catholic and Anglican Church and the Trust Deed of the Diocese of Shrewsbury and Chester. At all times the school is to serve as a witness to the Catholic and Anglican Faith in Our Lord Jesus Christ. The post therefore requires a practising Catholic or Anglican who can show by example and from experience that he or she will ensure that the school is distinctively Christian in all its aspects.

This appointment is with the governors of the school under the terms of the Catholic and Anglican Education Service contract signed with the governors as employers. It is subject to the current conditions of service for Headteachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation including that of the Department for Education Teaching Agency.

**The Governing Body and the Dioceses are committed to safeguarding and promoting the welfare of children and young persons and the Headteacher and Deputy Headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance.**

**JOB TITLE: Deputy Headteacher**

**ACCOUNTABLE TO: The Headteacher**

### **CORE PURPOSE:**

#### **The Deputy Headteacher will:**

- Undertake the normal responsibilities of the class teacher
- Be a member of the senior leadership and management team
- Assist the Headteacher in leading and managing the school
- Support and represent the headteacher at meetings as and when required
- Undertake the professional duties of the Headteacher during his/her absence
- Undertake such duties as are delegated by the Headteacher
- Play a major role under the overall direction of the Headteacher in formulating and reviewing the Mission Statement, Development Plan, aims and objectives of the school by:
  - establishing the policies through which they shall be achieved;
  - managing staff and resources to that end;
  - monitoring progress towards their achievement.

## **MAIN TASKS:**

### **1. Ethics, Culture and Professional Conduct**

- 1.1 The Deputy Headteacher is expected to demonstrate consistently high standards of principled and professional conduct and is expected to meet the Teachers' Standards.
- 1.2 The Deputy Headteacher upholds public trust in school leadership and maintains high standards of ethics and behaviour.
- 1.3 Support the Headteacher by sustaining the school's Christian vision and ethos, founded on Christian values and moral purpose, and its strategic direction in partnership with those responsible for governance and through consultation with the school community.
- 1.4 Create a culture where pupils and staff experience a positive and enriching school life that enables them to flourish.
- 1.5 Uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and to experience life in all its fullness.
- 1.6 Promote positive and respectful relationships across the church school community and a safe, orderly and inclusive environment.
- 1.7 Ensure a culture of high staff professionalism.
- 1.8 Secure knowledge and understanding of Church school distinctiveness, keeping up with national and diocesan developments and ensure high quality RE and collective worship.
- 1.9 Lead creative Christian collective worship that engages with the school's Christian vision and values, enabling the community to flourish and grow spiritually.

### **2. Class Teacher Responsibilities**

- 2.1 To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- 2.2 Establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn.
- 2.3 Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains.
- 2.4 Ensure effective use is made of formative assessment.

### **3. The Internal Organisation, Management, and Control of the School**

- 3.1 To have specific responsibilities for leading and developing curriculum and assessment across the whole school.
- 3.2 To contribute to:
- fulfilling the school's Mission Statement;
  - maintaining and developing the Catholic and Anglican ethos, values and overall purposes of the school;
  - formulating the aims and objectives of the school and policies for their implementation;
  - a development plan which will translate school aims and policies into actions;
  - monitoring and evaluating the performance of the school and its achievements as a joint church school;
  - implementing the Governing Body's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability, and special needs;
  - the efficient organisation, management and supervision of school routines.

### **4. Curriculum Development**

- 4.1 To lead:
- the development, organisation and implementation of the school's curriculum;
  - school policies on curriculum, teaching and learning styles, assessment, recording and reporting;
  - the learning and teaching, ensuring that they form a co-ordinated, coherent curriculum entitlement for individuals, including these with special educational needs;
  - ensuring that information on pupil progress is used to improve teaching and learning to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers, and to aid governors in their future management of the school;
  - ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided.

To contribute to:

- ensuring that the Diocesan policy on Religious Education is fulfilled for Shrewsbury and Chester;
- ensuring arrangements for the daily act of collective worship and the spiritual life of the school;
- providing a curriculum for the spiritual, moral, social and cultural development of all pupils in line with the distinctive joint church nature, purpose and aims of the school;
- providing high quality personal, social, health education and citizenship in accordance with the teachings and doctrines of the Catholic and Anglican Church;
- the promotion of extra-curricular activities in accordance with the educational aims and Christian ethos of the school.

## **5. Pupil Care**

- 5.1 To contribute to:
- the development, organisation and implementation of the school's policy for the personal and social development of pupils including pastoral care and guidance in accordance with the teachings and doctrines of the Catholic and Anglican Church;
  - the effective induction of pupils;
  - the determination of appropriate pupil groupings;
  - the promotion among pupils of standards of conduct/discipline and a proper regard for authority, the encouragement of good behaviour and commitment to the common good;
  - the development among pupils of self-discipline;
  - the handling of individual disciplinary cases.

## **6. The Leadership and Management of Staff**

- 6.1 To participate in the selection and deployment of teaching and non-teaching staff of the school as and when necessary.
- 6.2 To contribute to good leadership and management practice by ensuring positive staff participation, effective communication and procedures.
- 6.3 To participate in arrangements made in accordance with the regulations for the appraisal of the performance of teachers in school.
- 6.4 To contribute to staff development policies appropriate to the Christian nature of the school in relation to:
- the induction of new and newly qualified teachers and other staff;
  - the provision of professional advice and support and the identification of training needs;
  - students under training/work experience.
- 6.5 To demonstrate effective leadership, representation, and liaison both within the school and other interested or involved persons or bodies.
- 6.6 To maintain good relationships with individuals, groups, and staff unions and associations.

## **7. The Management of Resources**

- 7.1 To contribute to the formulation of the school's policies and procedures concerning resource management in accordance with the school's Mission Statement.
- 7.2 To allocate, control and account for those financial and material resources of the school which are delegated by the Headteacher.
- 7.3 To promote an attractive environment which stimulates learning and enhances the appearance of the school and expresses its Christian identity.

- 7.4 To contribute to arrangements for the security and effective supervision of the school buildings, their contents and grounds, including aspects of health and safety.
- 7.5 To maintain effective working relationships with external agencies and services contracted to the school and the Local Authority.

## **8. Relationships**

- 8.1 To advise and assist the governing body as required in the exercising of its functions including attending meetings and making reports.
- 8.2 To assist liaison and co-operation with Diocesan and Local Authority officers and support services.
- 8.3 To help in maintaining and developing effective communications and links with parents, as the prime educators, and to provide positive responses to concerns and problems regarding their children's education.
- 8.4 To assist liaison with other educational establishments, especially other Church institutions, in order to promote the continuity of learning, progression of achievement and curriculum development.
- 8.5 To assist liaison with other professional bodies, agencies and services.
- 8.6 To develop and maintain positive links and relationships with the Parish community, local organisations and employers:
- to promote a positive image of the school;
  - to ensure that the school plays a constructive role in the life of the Parishes and community and that its curriculum draws on the nature and resources of that community.

***The applicant will be required to safeguard and promote the welfare of children and young people.***

*This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to Deputy Headteachers.*

