

**LA SAINTE UNION CATHOLIC SECONDARY SCHOOL**

**Person Specification : DEPUTY HEADTEACHER**

**QUALIFICATIONS AND EXPERIENCE**

- Teaching qualification with good honours or higher degree.
- Successful teaching experience, including 'A' Level/Oxbridge.
- Leadership and management of a team.
- Involvement in school developments.
- Continuing professional development.

**KNOWLEDGE AND UNDERSTANDING OF**

- Curriculum issues, particularly 14 - 19
- Varied styles in teaching and learning across the curriculum
- Developments in assessment.
- Monitoring prior attainment and value added measures.
- Analysis of whole school performance.

**SKILLS**

- Good interpersonal and communication skills.
- Efficient and reliable administrator.
- Some knowledge of timetabling.
- ICT skills and the enthusiasm to promote it across the curriculum.

**QUALITIES**

- Sound judgement, discretion, loyalty and commitment.
- Capacity to inspire others, staff and pupils.
- To work under pressure.
- Good team player.
- Sense of humour!

## ***La Sainte Union Catholic Secondary School***

### **JOB DESCRIPTION : DEPUTY HEADTEACHER**

#### **Introduction**

This appointment is with the Governors of the School under the terms of the Catholic Education Service contract, signed with the Governors as employers. The Governors will appoint a practising Catholic who, by personal leadership, will ensure that the Catholic ethos, rooted in the teachings of Jesus Christ and the Catholic Church, permeates all aspects of the life of the school.

The appointment is subject to the current conditions of service for Headteachers contained in the *School Teacher's Pay and Conditions* document and other current education and employment legislation.

The Job Description may be amended at any time, following consultation between the Headteacher and the Governing Body.

#### **Core Purpose**

The core purpose of the Deputy Headteacher is to contribute to the spiritual and professional leadership and management of the school. This will help to promote a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success, the Deputy Headteacher must help establish high quality education by effectively supporting excellent teaching and learning and using personalised learning to realise the potential of all students. The Deputy Headteacher must support the culture that promotes excellence, equality and high expectations of all students. The specification areas of responsibility will be negotiable, according to the strengths and experience of the successful candidate. This will ensure that :

- the school is conducted as a Catholic School, in accordance with the teachings of the Catholic Church;
- the school provides high quality teaching and learning that leads to successful outcomes for students in terms of spiritual and moral growth, achievement, attitudes to learning, behaviour and personal development;
- the school enables every child, whatever their background or their circumstances, to have the support they need to be healthy, safe, enjoy and achieve; make a positive contribution, achieve economic well-being, recognise their own dignity and the dignity of others.

#### **Key Areas of Accountability**

##### **[1] *Shaping the Future***

The Deputy Headteacher will support the Headteacher, the Senior Leadership Team and the Governing Body in creating a shared vision and the School Development Plan, which inspires and motivates students, staff and all other members of the community. The vision should explore Gospel values, core educational values and moral purpose.

### ***Ethos***

Help to create and lead a distinctively Catholic ethos that is inclusive and apply Catholic values, attitudes and practices in all aspects of school life.

### ***Monitor, Evaluate and Review***

Work with the Headteacher in monitoring, evaluating and reviewing the effects of policies, priorities and targets of the school in practice and take appropriate action.

### **[2] *Learning and Teaching***

In a Catholic school, the search for excellence is expressed in learning and teaching, which responds to the needs and aspirations of its students and acknowledges their individual worth as children of God.

The Deputy Headteacher will make a significant contribution to raising the quality of teaching and learning so that it meets the needs of all learners and maximises student achievement. This includes setting high expectations and monitoring and evaluating the effectiveness of learning outcomes.

### **[3] *Curriculum***

- Lead, manage and support a number of subject leaders;
- Model good Learning and Teaching in your own classroom practice.

### **[4] *Standards and Expectations***

- Create and maintain an environment and a code of behaviour, which promotes and secures good teaching, effective learning and high standards of behaviour and achievement.
- Create and maintain an effective partnership with parents to support and improve students' achievement and personal development.

### **[5] *Developing Self and Others***

The Deputy Headteacher must manage him/herself and his/her relationships well. The Deputy Headteacher must support a professional learning community, which enables others to achieve their potential. Through performance management and effective continuing professional development practice, the Deputy Headteacher supports all staff to achieve high standards. To equip him/herself with the capacity to deal with the complexity of the role and range of leadership skills and actions required of them, the Deputy Headteacher should be committed to his/her own continuing professional development.

### ***Ethos***

Promote commitment to serving the common good and communion with our local, national and international partners.