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| **Post title** | Deputy Headteacher |
| **Salary and grade:** | Leadership pay scale range L12-L16. In line with the current *School Teachers’ Pay and Conditions Document* |
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# Catholic Purpose and Identity of the School

The Deputy Headteacher must understand the nature and purpose of Catholic education and know that his or her first responsibility is to support the Headteacher to establish and sustain the Catholic identity of the school and communicate the teaching of the Church. S/he must ensure that this Catholic identity is reflected in every aspect of the life of the school. This duty provides the context for the proper discharge of all other duties and responsibilities.

# Leadership in Catholic Education

The Deputy Headteacher shares responsibility for the leadership of a Catholic education community and the discharge of this vital role requires a significant theological insight and vision of the development of a Catholic primary school. Each Catholic Deputy Headteacher has responsibility to develop his or her understanding of this leadership role through regular reading and participation in appropriate courses, together with frequent reflection.

The Deputy Headteacher must support the Headteacher to establish a culture that promotes excellence, equality and high expectation of all pupils.

## Key Areas of Activity

**Strategic direction and development of the school**

* Help to formulate the aims and objectives of the school and policies for their implementation.
* Lead the school in clearly articulating its faith values, mission and ethos.
* Lead the school in the policies and practices of continuous school improvement and staff development and to constantly seek strategies which will bring about that improvement.
* Keep up to date with current issues in teaching and learning and in school improvement and to share this with staff.
* Use new and emerging technologies to support learning and teaching.
* Work in partnership with the Headteacher and Governors in the cycle of planning, implementation, review and evaluation of the School Development Plan.
* Monitor and evaluate the impact of the school’s policies, practices, targets and priorities, identifying developments needed and working with the Head to achieve them.

## Teaching and Learning

* Provide an excellent role model in terms of promoting high quality teaching and learning in a Catholic school.
* Play a major role in the development of high quality teaching and learning throughout the school.
* Assist the Headteacher in the delivery of the school’s Religious Education programme.
* Seek ways of sharing good practice and ensuring dialogue about teaching and learning amongst school staff.
* Ensure curricular policy development which is focused on continuous improvement.
* Setting targets to raise achievement and outcomes for pupils.

## Leadership and Management

* Play an integral part in the Leadership team.
* Challenge and support all others to develop professionally, both formally and informally.
* Support for the Headteacher and Governing Body to outline the strategic future of the school in light of the new Education Landscape.
* Work with the Headteacher on appointing staff and appraisal of staff.
* Ensure own continuing professional development.
* Deal promptly and effectively with any poor performance of staff, teams or pupils.
* Responsibility for promoting and safeguarding the welfare of children, young persons s/he is responsible for, or s/he comes into contract with.
* Undertake, in the absence of the Headteacher, the professional duties of the Headteacher, including financial management.
* Work with the Headteacher on the organisation and day to day running of the school.
* Be able to stimulate children and colleagues by a positive, active and supportive attitude.
* Work with Governors and attend Governing Body meetings as required.
* Be responsible for income and expenditure of the budget(s) as allocated.
* Adhere to the School’s Financial Policy and Procedures.

## Pastoral Care

* Promote self-discipline, high standards of behaviour and positive attitudes on the part of all children and to implement policies and procedures to foster them.
* Ensure that a high standard of care for all children is maintained.
* Ensure that all safeguarding procedures are adhered to at all times.

### Communication and Community Links

* Fully support the life and work of the school.
* Develop and maintain positive and effective relationships with parents, the local parishes, community and Governors.
* Develop and maintain links with the Diocese, LA and Advisory and Support Services.
* Ensure that parents and pupils are well informed about curriculum, attainment and progress.

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| **Signature of post holder:** |  | **Date:** |  **/ /** |
| **Signature of headteacher:** |  | **Date:** |  **/ /** |