JOB DESCRIPTION – PRIMARY DEPUTY HEADTEACHER

Leadership Scale/Salary: L5-L9

AIMS OF THE SCHOOL: Our Lady Immaculate Catholic Primary School is an inclusive and family-friendly school where the pupils are at the heart of everything we do. We believe our mission to 'inspire our community to achieve personal excellence for themselves and for the glory of Christ, realised through our values of care for creation, preferential option for the poor, solidarity and peace, community and participation, dignity of workers and dignity.

Responsible to: The Headteacher, the DHT is an employee of the Trust Board and is required to carry out professional duties as detailed in this job description, and in Canon Law, the Trust Deed and Instrument of Government for the school (Articles of Association and Memorandum of Understanding for academies).

1. Introduction

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

1.2 The appointment is subject to the current conditions of service for deputy headteachers contained in the School Teachers' Pay and Conditions Document and other current education and employment legislation.

1.3 This job description may be amended at any time, following consultation between the headteacher and the deputy headteacher and will be reviewed annually.

2 Core Purpose of the Deputy Headteacher

2.1 To set the context, the core purpose of the deputy headteacher is to assist in providing professional leadership and management for a school, including curriculum and assessment. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success, a deputy headteacher must help establish high quality education by assisting in effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. Deputy headteachers must assist in establishing a culture that promotes excellence, equality and high expectations of all pupils.

2.2 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 promotes and safeguards 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 Duties and Responsibilities

To carry out the duties of the Deputy Headteacher as set out in the current School Teachers' Pay and Conditions Document.

Key Areas of Responsibility

Class teacher responsibilities	• To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document. • To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including the provision of cover for absent teachers. • If required, to be responsible for a specific class or age group of children to be decided on appointment.
School culture	The school's culture expressed in the strategic vision and development of a Catholic school stems from the educational mission of the Church, which is reflected in the school's Mission

Statement and School Improvement Plan, school culture and behaviour

Actions:

Under the direction of the headteacher, the deputy headteacher will:

- Help create and maintain a distinctively Catholic ethos that is inclusive and applies Catholic values, attitudes and practices in all aspects of school life, recognising that life is lived explicitly and consciously in the presence of God. The ethos and strategic direction should be established and sustained in partnership with the governing board and through consultation with the school community.
- Assist in ensuring there is planned worship, and appropriate liturgy in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church.
- Assist in ensuring the vision reflects the school's distinctive Catholic character, in accordance with the provisions of the Diocesan Trust Deed, based on what it means to be fully human as revealed in the person, life and teachings of Jesus Christ.
- Create a culture where pupils experience a positive and enriching school life
- Uphold ambitious educational standards of excellence which prepare pupils from all backgrounds for their next phase of education and life
- Work with and motivate others to ensure creativity, innovation and quality, including in the use of appropriate new technology, to achieve excellence and nurture human wholeness.
- Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment
- Help to build a school culture and curriculum, based on Gospel values and the teachings of Jesus Christ and the Catholic Church, which takes account of the richness and diversity of the school's communities.
- Work to build and support a relationship with the local church and parish communities, seeing participation in the celebration of the Eucharist as a crucial point of reference and stability.
- Assist in ensuring a culture of high staff professionalism

Teaching

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

Actions:

Under the direction of the headteacher, the deputy headteacher will:

- Support in establishing and sustaining high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn
- Secure high quality religious education for all pupils in accordance with the doctrines and teachings of the Catholic Church
- Ensure high quality Personal, Social and Health Education and Citizenship in accordance with the teachings and doctrines of the Catholic Church
- Ensure high quality Relationship, Sex and Health Education in accordance with the teachings and doctrines of the Catholic Church
- Ensure quality provision for pupils' spiritual, moral, social and cultural education in line with the distinctive Catholic nature, purposes and aims of the school
- Ensure teaching is supported by high levels of subject expertise
- Ensure effective formative assessment to inform strategy and decisions.

Curriculum and assessment

Actions:

Under the direction of the headteacher, the deputy headteacher will:

- Ensure a broad, structured and coherent curriculum which sets out the knowledge, skills and values that will be taught
- Support to establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities
- Ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading
- Assist in ensuring valid, reliable and proportionate approaches are used when assessing pupils

Behaviour

Actions:

Under the direction of the headteacher, the deputy headteacher will:

- Have high expectations for pupils' behaviour, built upon relationships, rules and routines, based on Gospel Values which are understood clearly by all staff and pupil including courteous conduct in accordance with the school's behaviour policy
- Manage behaviour consistently, fairly and respectfully

- Ensure that adults within the school model and teach the behaviour of a good citizen

Professional development

Actions:

Under the direction of the headteacher, the deputy headteacher will:

1. Ensure staff have access to high-quality, sustained professional development opportunities
2. Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the standard for teachers' professional development
3. Ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

Organisational management

1.1 In a Catholic school, all deployment of staff, finance, material resources, time and energy should promote the common good of the community in accordance with the school's mission.

1.2 The Headteacher provides effective organisation and management of the school and seeks ways of improving organisational structures and functions based on rigorous self-evaluation. The Headteacher deploys people and resources efficiently and effectively to secure the school's aims and mission through meeting specific objectives in line with the school's strategic plan and financial objectives.

Actions:

Under the direction of the headteacher, the deputy headteacher will:

- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding
- Support the appropriate prioritisation and allocation of financial resources, ensuring efficiency, effectiveness and probity in the use of public funds
- Ensure staff are deployed and managed well with due attention paid to workload
- Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently

- Assist in ensuring rigorous approaches to identifying, managing and mitigating risk
- Assist in ensuring stewardship of the buildings and grounds in relation to Diocesan requirements
- Assist in providing a safe and secure environment for all who work in and visit the school

Continuous school improvement

Actions:

Under the direction of the headteacher, the deputy headteacher will:

- Identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
- Develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context
- Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

Working in partnership

In a Catholic school, the headteacher shares responsibility for the mission of the school and the wider Diocesan educational system and is therefore called to work in collaboration with others including, parents, clergy, religious, diocesan officers, colleague headteachers and agencies set up by the Catholic Bishops' Conference of England and Wales, as and when appropriate

Actions:

Under the direction of the headteacher, the deputy headteacher will:

- Recognise the authority of the Bishop in relation to the provision of Catholic education in the Diocese and work with Diocesan authorities to provide them with such information as they require
- Forge constructive relationships with parents to support and improve pupils' achievement and further the distinctive Catholic nature, purposes and aims of the school
- Develop effective links with the parish and wider Catholic community. Work successfully with other schools, including other Catholic schools, and organisations in a climate of mutual challenge and support

- Create working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils

Governance and accountability

Actions:

Under the direction of the headteacher, the deputy headteacher will:

- Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility
- Create professional working relationships with those responsible for governance
- Ensure that staff know and understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

Other areas of Responsibility

Deputy Designated Safeguarding Lead, Joint behaviour lead, Information Technology Lead

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the deputy headteacher will carry out. The post holder may be required to do other duties appropriate to the level of the role.