



Deputy Headteacher Job Description

Loving & Learning Together as Jesus Taught us

This Statement, put into action, spreads across the curriculum and all the activities of the school.

- The prime purpose of the Deputy Headteacher's role is to work in partnership with the Headteacher to provide effective leadership for the school and to further develop a strong Catholic, learning community as reflected in the Mission Statement and School Development Plan.
- The duties outlined in this job description set out the main tasks and responsibilities of the Deputy Headteacher. However, it is not exhaustive and new responsibilities may need to be added, or others altered, from time to time.

Overall Responsibilities

- Ensure that the inclusive and Catholic ethos remains central to life at St Catherine's.
- Ensure that the welfare and safeguarding of all children is a priority with everyone in the school.
- Deputise for the Headteacher when she is not in school in all aspects of her role.
- To be a member of the Senior Leadership Team (SLT) and to play a significant part in formulating, implementing and reviewing school policy and practice.
- Ensure that all children at St Catherine's are supported to enable them to learn, achieve and behave to the best of their ability.
- Show by example the highest standards of professional behaviour at all times.
- Provide an exemplary model of outstanding classroom practice and support all staff in securing and sustaining effective teaching and learning throughout the school.
- Support the Headteacher and Governing Body in their strategic role in school review and development by providing reports and analysis of school performance.
- Regularly review the procedures and format for reporting to parents.

Leading and Managing Staff

- Assist the Headteacher to lead, motivate and support staff in all aspects of their work, including educational and institutional change.
- To deploy staff through timetabling and carry out weekly diary monitoring.
- Lead school initiatives/projects as required.
- Provide appropriate support and guidance to staff, including Early Career Teachers.
- Take an active role in the monitoring and management of staff performance, including teacher performance management procedures.
- Guide and monitor the Continuing Professional Development of all staff, including monitoring the standard of any courses undertaken, so that the highest standards of teaching and learning can be achieved and sustained.
- Organise any Student Teacher placements and Work Experience placements. Ensure appropriate mentors are in place, including mentors for ECTs.

General Management Responsibilities

- Share in and contribute to the vision for the school's long-term development and work with the Headteacher towards this.
- Work alongside the Headteacher in the sound financial management of the school and contribute to budget decisions that will support high quality learning and outcomes for pupils and identify priorities for resource allocation.
- Assist the Headteacher with the recruitment of high quality staff.
- Work with senior colleagues to deploy and develop staff effectively.
- Develop and sustain good communication and working relationships with parents/carers, governors and outside agencies who work in partnership with the school.
- Carry out any other tasks which may be requested by the Headteacher.

Curriculum Responsibilities

- Demonstrate in all aspects of planning, organisation and practice a commitment to the development of Christian values in the school.
- Assist the Headteacher in monitoring the delivery of the curriculum.
- Ensure high expectations of Teaching and Learning and support staff and pupils in achieving these.
- To lead regular assemblies, both Key Stage and Whole School.
- Lead a subject or a department in the school, in addition to providing support to teachers in subjects where there is staff absence or change.

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