



## **Deputy Headteacher Salary range L8 – L13**

### **Job description:**

The Deputy Headteacher will understand the nature of Catholic education. It is their responsibility to work alongside the Headteacher and Governing Body to inspire and sustain the Catholic identity of St Francis' Catholic Primary School.

### **The core purpose:**

- To share in the leadership and the corporate responsibility of the school
  - To assist the headteacher and governing body in ensuring high quality education for all pupils, continuous school improvement and ongoing staff development
  - To take full responsibility for leading and managing significant aspects of the school, including curriculum and assessment, as directed by the Headteacher and Governing Body
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### **General Duties**

- To work in close collaboration with the Headteacher in whole school development
- Act as "critical friend" and provide effective professional challenge and support to the Headteacher
- To assume responsibility for particular aspects of the school's functioning, including curriculum development, assessment and data analysis to drive school improvement and raise standards
- To be a member of the school leadership team and to play a significant role in partnership with the Headteacher in reviewing whole-school policies and practice
- To play a full part in developing further equal opportunities in the school
- To promote a positive image of the school and the achievements of its pupils
- To deputise for the Headteacher in the day-to-day management of the school as required
- To share the responsibility with the Headteacher for the safety of the children
- To support the development of behaviour for learning, including the implementation of the school's behaviour policy
- To fulfil all of the requirements and duties set out in the current Pay and Conditions Documents relating to the conditions of employment of teachers
- To fulfil all of the responsibilities and duties required by the School's policies on teaching and learning.
- To achieve any performance criteria or targets arising from the School's Performance Management arrangements
- To promote and develop a vision for the school to support the Headteacher in promoting the ethos of the School.
- Take full responsibility for the school in the absence of the headteacher
- Take responsibility for child protection issues as appropriate
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

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### **Strategic Development**

**To contribute to the discussion of the school's aims and policies and participate in the implementation of policies, plans, targets and practices.**

- In partnership with the Headteacher and governors establish and implement an ambitious vision and ethos for the future of the school
- Play a leading role in the school improvement and school self-evaluation planning process
- In partnership with the Headteacher manage school resources
- Devise, implement and monitor action plans and other policy developments
- Lead by example to motivate and work with others
- In partnership with the Headteacher, lead by example when implementing and managing change initiatives
- Promote a culture of inclusion within the school community where all views are valued and taken in to account
- To take a leading role in raising standards, improving quality of teaching and staff development
- In partnership with the Headteacher, monitor the quality of teaching and children's progress and attainment
- To support the Headteacher to manage day to day school organisation
- Through Leadership Team meetings, contribute to the school's organisation and overall strategy of the school
- Report to Governors as appropriate

### **Leadership Responsibilities**

- To be actively involved in the ongoing School Development Plan and arrangements for its evaluation in terms of its effect on school improvement and raising standards
- To support the Headteacher in the appraisal of staff
- To work in partnership with the Headteacher and SLT in developing appropriate management structures in the school
- Lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate
- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication
- Working with the Headteacher, undertake key activities related to professional, personnel/HR issues
- Manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Be a proactive and effective member of the senior leadership team
- Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate
- To undertake any professional duties, reasonably delegated by the Headteacher

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- To attend Governing Body meetings, and to work in collaboration with the Governing Body on issues of school improvement
- To play a full part in developing further and enhancing relationships between the school, parents, external agencies and the local community

### **Teaching and Learning**

#### **To secure and sustain effective teaching for individuals, groups and classes.**

- To be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Work with the Headteacher to raise standards through staff performance management
- Lead the development and delivery of training and support for staff
- To lead and manage curriculum and keystage teams to enable sustainability and succession planning.
- Lead the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils
- Work in partnership with the Headteacher in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented
- With the Headteacher, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality
- Ensure the systematic teaching of basic skills and recording of impact is consistently high across the school
- Develop, review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards
- Ensure through leading by example the active involvement of pupils and staff in their own learning

### **Leading and Managing Staff**

#### **To lead, manage and work collaboratively with pupils and, as appropriate, with other adults and colleagues.**

- To assist in the recruitment, selection, induction and development of all staff
- To demonstrate a commitment to his/her own continuing professional development and that of all staff
- To be involved in assessing the professional development needs of staff
- To induct, mentor and coach identified members of staff to maximise impact on effective teaching and learning
- To be involved, with the SLT, in planning, implementing and evaluating a broad and balanced curriculum

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- As a member of the SLT, share whole school responsibility for the pastoral care of pupils and staff
- Ensure staff are well informed of all aspects of school life in order to promote good communication and high morale
- Encourage the practice of working as a team.

### **Deployment of staff and resources**

#### **To develop, monitor and control resources within the teaching area.**

- In consultation with, and by the direction of the Headteacher, deploy people and resources efficiently and effectively to meet specific objectives in line with the school's plans and financial context.

### **Responsibilities specific to the post:**

- To be a deputy designated safeguarding lead (DSL) and be part of the DSL team at St Francis'
- To work with the school's RE leads and liaise effectively with the Diocese of Arundel and Brighton with regard to all aspects of Religious Education.
- Be aware of and respond appropriately to any health and safety, Child Protection and Safeguarding issues raised by staff, children or families
- Ensure that you remain up to date on developments and issues with regard to the management and curriculum of the primary school.
- Take on any additional responsibilities that might from time to time be determined by the Headteacher, as consistent and reasonable to your job duties, including deputising for the Headteacher in their absence.
- Plan and deliver assemblies and liturgies
- Monitor and report on assessment, and data relating to raising attainment & progress across the growing school
- Analysing tracking of performance and data relating to all curriculum areas, including pupil progress meetings
- Timetabling of PPA and staff duties, as well as other associated operational tasks, organising and managing cover including scheduling curriculum release
- Safeguarding and child protection as a Designated Safeguarding Lead
- Monitoring behaviour management and liaising with all staff on behaviour incidents
- Supporting the Headteacher with monitoring of attendance
- Attending Full Governing Body (FGB) meetings (which are normally held out of school hours), reporting as necessary on curriculum and data analysis
- Involvement in budget setting linked to curriculum and RE (including Catholic life of the school)
- Acting as a signatory on the delegated account and approving invoices etc
- Policy development & review - rolling programme as and when required.
- Teaching element: as part of the PPA cover for the school

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review and leadership structure review.

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