



## Job Description

**Job Title:** Deputy Headteacher Curriculum, Teaching and Learning, Staffing and Staff Development

**Salary Scale:** L22 – L27 (£74,090 - £82,480) with possibility of extended scale for an experienced Deputy seeking a different context

**Start:** June 2022

**Reporting to:** The Headteacher

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### Specific responsibilities:

#### Core Purpose

The core purpose of the post is to work collaboratively with the Headteacher and other Deputy Headteacher to realise our vision to be an outstanding Catholic community, taking a key role in school improvement and leading and managing all aspects of College life but with specific responsibility for Curriculum, Teaching and Learning, staffing and Staff Development. The Deputy Headteacher will deputise, taking full responsibility for the College, as required. The Deputy Headteacher will work to create a reflective culture of continuous improvement and high aspiration and will support all members of the College, staff and students, to realise their potential. The specific responsibilities of each Deputy Headteacher may be subject to change depending on the needs of the College and to afford each member of the Senior Leadership Team the opportunity to gain experience in different aspects of College leadership.

#### Leadership and Management Responsibilities

- Support and assist the Headteacher in all aspects of the role
- Formulate the aims and objectives of the College and devise and implement the Improvement Plan
- Establish and review policies and systems through which the aims and objectives of the School Improvement Plan may be achieved
- Manage staffing and resources
- Lead on staff training including personalised development plans, performance review and succession planning
- Plan and implement the curriculum and develop a knowledge rich curriculum
- Lead the SLT Curriculum and Teaching and Learning team
- Oversee recruitment and retention of staff, fostering good relationships and encouraging good working practices
- Lead the extra curricular provision
- Be a visible presence in the school, to have high expectations and lead by example
- Ensure that our safeguarding arrangements are robust
- Be a public advocate for the school, representing its interests loyally and with discretion
- Attend and contribute to meetings relating to the curricular, administrative, organisational, pastoral and managerial aspects of the school
- Attend Governing Body meetings as needed to advise, report, and support committees

#### Ethos, Vision and Culture

- Be totally committed to Catholic education
- Have a holistic approach to learning which is broader than examination results and to support the College's mission in developing 'Men and women for others', nurturing the spiritual formation of our young people

- Work with staff and Governors to develop the distinctive Jesuit ethos, vision and aims of the school
- Maintain a secure, caring, welcoming, happy, stimulating and challenging learning environment
- Lead, support and develop school strategies to ensure excellent achievement of all students regardless of their starting points or background
- Lead, support and develop College strategies to maintain outstanding standards of student behaviour and attendance, and warm and supportive relationships, in keeping with our Christian values, especially in support of vulnerable students

## **Operations**

- Facilitate the effective day to day running of the College ensuring that systems and procedures support this
- Contribute to the review, creation and implementation of clear, simple policies and procedures to ensure the smooth running of the school
- Be an integral and effective part of the whole College duty system
- Uphold the College's Behaviour policy and ethos
- Ensure effective communication with all stakeholders and in relation to all aspects of the school
- Participate in monitoring and evaluating behaviour and safety and student wellbeing, together with effective school performance
- Lead the whole school appraisal process and be the main administrator of the BlueSky monitoring system

## **School Improvement**

- Ensure the highest possible standards of student behaviour, learning and achievement for all students
- Provide clear strategic direction for the school to secure the highest quality educational provision i.e. curriculum, teaching and learning, extra-curricular provision
- Ensure that appropriate educational initiatives are implemented effectively to secure continuous improvement
- Lead, with the Head Teacher, Governors and Senior Team, the development and implementation of the College's strategic School Improvement Plan and departmental plans and policies
- Ensure the plans are realised and reviewed
- Review the work and organisation of the school and monitor and evaluate effectiveness, challenging leadership at all levels
- Ensure that the College benefits from a rigorous self-evaluation framework that directly leads to raising standards
- Lead on school to school review and subject area review
- Prepare and lead the school towards achieving and then maintaining an *Outstanding* Ofsted grading
- Keep abreast of changes to accountability measures and developments in education

## **Curriculum**

- Develop a knowledge rich curriculum across the College ensuring that the curriculum is academically rigorous
- Regularly review our curriculum to support the further development of a flexible, challenging curriculum to meet the aspirations and interests of students and the needs of an ever changing world
- Keep abreast of curriculum changes and developments
- Ensure that the curriculum is implemented effectively
- Lead all aspects of the year 9 options process

## **Teaching and Learning**

- Be a skilled and successful teacher who can model good practice for others
- Develop outstanding teaching and learning and assessment across the school
- Lead the development of teachers, leading teams and achieving measurable impact
- Monitor teaching and learning and assessment throughout the school, in conjunction with the AHT for Teaching & Learning

## **Raising Achievement**

- Ensure a culture of accountability and giving of our best for staff and students
- Confidently evaluate performance data and identify priorities for continuous improvement
- Lead the monitoring of student progress, using performance data to motivate staff and students to improve and to inform parents of progress
- Ensure that guidance and support is provided to all students
- Implement a range of strategies to raise achievement

## **Leading, Developing and Managing others**

- Promote team work, supporting, developing, challenging and motivating others to ensure effective working relationships and high performance
- Lead the curriculum, teaching and learning team
- Line manage a number of Assistant Headteachers
- Line manage a number of subject areas and/or year groups
- Lead on and undertake performance review of a number of staff
- Lead on the selection and appointment of new staff
- Devise and oversee the development of all staff at all stages of their development

## **Communication**

- Lead the development of effective links with other educational institutions, commerce and industry, external agencies and the community
- Communicate information specific to the roles to all stakeholders
- Keep relevant documentation and information up to date on the website and staff area
- Ensure that all colleagues are clear about the College aims and objectives
- Ensure effective communication / consultation as appropriate with parents / carers of students
- Represent the views and interests of the College at all times
- Represent the College at events, conferences and meetings
- Promote the College at Open Days / Evenings

All SLT members will be expected to comply with any reasonable requests from the Headteacher or Governors to undertake work that is not specified within this job description.

In summary, as the Deputy Headteacher, you are required to:

- Be totally committed to Catholic education
- Deputise for the Headteacher as required
- Take a lead role in strategic planning and driving whole school change
- Lead on curriculum, teaching and learning and the professional development of staff
- Assist the Headteacher in personnel issues
- Assist the Headteacher in securing the school's commitment to safeguarding and promoting the welfare of students

## **Further Information**

**All staff members are required to contribute to and support the overall aims and ethos of the school. All staff members are required to participate in training and other learning activities as well as professional development as required by the College policies and practices.**

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to amendment from time to time after consultation with the post holder, without changing the level of responsibility of the post.