



Job title	Deputy Headteacher
Responsible to	The Headteacher and the Governing Body
Responsible for	<p>The specific responsibilities will be negotiated with the successful candidate based on their skills and experience.</p> <p>Along with the Headteacher, the Deputy Headteacher will be expected to have strategic oversight of the quality of education and quality of care, and to deputise for the Headteacher as necessary.</p>
Introduction	<p>This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.</p> <p>1.1 This appointment is with the governors of the school under the terms of the Catholic Education Service contracts signed with governors 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 the life of the school.</p> <p>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. In carrying out his/her duties the Deputy Headteacher shall consult, where appropriate, the governing body, the diocese, the local authority, the staff of the school, the parents of its pupils and the parish/es served by the school.</p> <p>1.3 This job description may be amended at any time, following consultation between the Deputy Headteacher, Headteacher and the governing body and will be reviewed annually.</p>
Salary range	L18 - L22
Core Purpose	<p>2.1 The core purpose of the Deputy Headteacher is to assist the Headteacher in providing professional leadership and management for school. 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 establish high quality education by effectively managing teaching and learning, and using personalised learning to realise the potential of all pupils. Deputy Headteachers must help to establish a culture that promotes excellence, equality and high expectations of all pupils.</p> <p>2.2 The Deputy Headteacher will support the Headteacher in ensuring that:</p> <ul style="list-style-type: none"> • 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 Archdiocese of Birmingham; • 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 will promote and safeguard 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;

	<p>achieve economic well-being; recognise their own dignity and the dignity of others as children of God;</p> <ul style="list-style-type: none"> • All statutory requirements are met and the work of the school is effectively monitored, evaluated and reviewed. <p>2.3 The Deputy Headteacher is a senior professional in the school. Accountable to the Headteacher and governing body, the Deputy Headteacher helps to provide vision, leadership and direction for the school, and helps to ensure it is managed and organised to meet the aims and targets. The Deputy Headteacher working with others, is responsible for evaluating the school's performance to identify the priorities for continuous improvement, 'raising standards', ensuring equality of opportunity to all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims and objectives, and for the day-to-day management, organisation and administration of the school.</p> <p>2.4 The Deputy Headteacher, working through others, secures the commitment of the wider community to the school by developing and maintaining effective partnerships with for example, schools, other services and agencies for children, the local authority, higher education institutions and employers. Through such partnerships and other activities, Deputy Headteachers play a key role in contributing to the development of the education system as a whole and collaborate with others to raise standards locally.</p> <p>2.5 Drawing on the support provided by members of the school community, the Deputy Headteacher is responsible for creating a productive learning environment, which is engaging and fulfilling for all pupils.</p>
General duties and Responsibilities	3.1 To carry out the duties of the Deputy Headteacher as set out in the current School Teachers' Pay & Conditions Document.
Shaping the future	<p>4.1 The 'preferred future', 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.</p> <p>4.2 The Deputy Headteacher supports the Headteacher in the following actions:</p> <ul style="list-style-type: none"> • Ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all. • The vision must reflect its 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. • Work within the school community to translate the vision into agreed objectives and operational plans, which will promote and sustain school improvement. • Establish a commitment amongst pupils, staff and parents to the school's mission in partnership with the governing body and through the example of personal conviction. • Demonstrate the vision and values in everyday work and practice. Motivate and work with others to create a shared culture and positive climate. • Create a distinctively Catholic ethos that is inclusive and applies Catholic values, attitudes and practices in all aspects of school life, and that life is lived explicitly and consciously in the presence of God. • Ensure there is planned worship, and appropriate liturgy in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church. • Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence. • Ensure that the strategic planning takes account of the diversity, values and experience of the school and community at large.

<p>Leading Learning and Teaching</p>	<p>5.1 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.</p> <p>5.2 The Deputy Headteacher supports the Headteacher in the following actions:</p> <ul style="list-style-type: none"> • Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning. • Ensure that learning is at the centre of strategic planning and resource management. • Secure high quality religious education for all pupils in accordance with the teachings and doctrines 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 quality provision for pupils' spiritual, moral, social and cultural education in line with the distinctive Catholic nature, purposes and aims of the school. • Establish creative, responsive and effective approaches to learning and teaching. • Create and maintain an effective partnership with parents to support and improve pupils' achievement and personal development and further the distinctive Catholic nature, purposes and aims of the school. • Develop effective links with the parish and wider Catholic community, including local partnership arrangements, to extend the curriculum and enhance teaching and learning. • Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning. • Demonstrate and articulate high expectations and set stretching targets for the whole school community. • Implement strategies that secure high standards of behaviour and attendance. • Determine, organise and implement a diverse, flexible curriculum and implement effective assessment framework. • Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils. • Monitor, evaluate and review classroom practice and promote improvement strategies. • Challenge underperformance at all levels and ensure effective corrective action and follow-up.
<p>Developing Self and Working with Others</p>	<p>6.1 In a Catholic school the role of Headteacher is one of leadership of a learning community rooted in faith. The Headteacher's leadership should take Christ as its inspiration. The Headteacher's management of staff should demonstrate an awareness of their unique contribution as individuals, valued and loved by God.</p> <p>6.2 The Deputy Headteacher supports the Headteacher in the following actions:</p> <ul style="list-style-type: none"> • Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture consistent with the Catholic ethos of the school and its mission. • Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities • Develop and maintain effective strategies and procedures for staff induction (including understanding the nature of the school as a Catholic community), professional development and performance review.

	<ul style="list-style-type: none"> • Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities. • Acknowledge the responsibilities and celebrate the achievements of individuals and teams. • Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory. • Regularly review own practice, set personal targets and take responsibility for own personal development. • Manage own workload and that of others to allow an appropriate work/life balance
Managing the Organisation	<p>7.1 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.</p> <p>7.2 The Deputy Headteacher helps the Headteacher to provide effective organisation and management of the school and seek ways of improving organisational structures and functions based on rigorous self-evaluation. Working alongside the Headteacher, the Deputy Headteacher should ensure effective deployment, organisation and management of people and resources in order to secure the school's aims and mission, in line with its strategic plan and financial objectives.</p> <p>7.3 The Deputy Headteacher supports the Headteacher in the following actions:</p> <ul style="list-style-type: none"> • Create an organisational structure which reflects the school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements. • Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities. • Ensure that, within the Catholic ethos, policies and practices take account of national and local circumstances, policies and initiatives. • Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities. • Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school, implement successful performance management processes with all staff. • Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations. • Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money. • Use and integrate a range of technologies effectively and efficiently to manage the school.
Securing Accountability	<p>8.1 In a Catholic school the Headteacher fulfils his/her responsibilities in accordance with the mission of the school. The Headteacher supports the governing body in fulfilling its responsibilities under Canon Law to the Diocesan Trustees and in accordance with national legislation.</p> <p>8.2 With Gospel values at the heart of his/her leadership, the Headteacher has a responsibility to the whole school community. In carrying out this responsibility, the Headteacher is accountable to a wide range of groups, particularly pupils, parents, carers, governors and the LA. He/she is accountable for ensuring that pupils enjoy and benefit from high quality education, for promoting collective responsibility within the whole school community and for contributing to the education service more widely. The</p>

	<p>Headteacher is legally and contractually accountable to the governing body for the school, its environment and all its work.</p> <p>8.3 The Deputy Headteacher supports the Headteacher in the following actions:</p> <ul style="list-style-type: none"> • Fulfil commitments arising from contractual accountability to the governing body. • Develop the Catholic Ethos so that everyone understands the mission of the school, which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes. • Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation. • Work with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities, including securing the distinctive Catholic character of the school. • Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers. • Reflect on personal contribution to school achievements and take account of feedback from others.
Strengthening Community	<p>9.1 In a Catholic school there is a special relationship with the parish and the church, as well as the local community with its distinctive social context.</p> <p>9.2 The Headteacher needs to commit to engage with the internal and external school community to secure equity and entitlement. The Headteacher should collaborate with other schools in order to share expertise and bring positive benefits to their own and other schools. The Headteacher should work collaboratively at both strategic and operational levels with parents, carers and across multiple agencies for the well-being of all pupils. The Headteacher shares responsibility for leadership of the wider educational system and should be aware that school improvement and community development are interdependent.</p> <p>9.3 The Deputy Headteacher supports the Headteacher in the following actions:</p> <ul style="list-style-type: none"> • 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. • Build 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. • Create and promote positive strategies for challenging racial and other prejudice and dealing with racial harassment. • Ensure learning experiences for pupils are linked into and integrated with the wider community and promote commitment to serving the common good and communion with the wider-world. • Ensure a range of community-based learning experiences. • Collaborate with other agencies in providing for the academic, religious, spiritual, moral, social, emotional and cultural well-being of pupils and their families. • Create and maintain an effective partnership with parents and carers, as the prime educators, to support and improve pupils' growth in the knowledge and love of God and neighbour, their achievement and personal development. • Seek opportunities to invite parents and carers, the parish community figures, businesses or other organisations into the school to enhance and enrich the school as a faith community and its value to the wider community.

	<ul style="list-style-type: none"> • Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives. • Co-operate and work with relevant agencies to protect children.
Safeguarding Children and Safer Recruitment	<p>10.1 This school is committed to safeguarding and promoting the welfare of children and young people as required under the education Act 2002 and expects all staff and volunteers to share this common.</p> <p>10.2 The Deputy Headteacher should support the Headteacher to ensure that:</p> <ul style="list-style-type: none"> • The policies and procedures adopted by the governing body are fully implemented and followed by all staff. • Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing in the assessment of children. • All staff and volunteers feel able to raise concerns about poor unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed disclosure policy.