

Job Description



Post Title: Deputy Headteacher

Leadership Scale: L20- 24

Accountable to: The Headteacher

The Academy is a designated Catholic school. The Directors are accountable to the Ordinary of the diocese, or a Vicar or delegate where that is determined, to ensure that the Academy is conducted as a Catholic school in accordance with Canon law and the teachings of the Catholic Church so that, at all times, the Academy may serve as a witness to the Catholic faith in Our Lord Jesus Christ. Therefore, this post requires a practising Catholic who can show by example and from experience, that they will ensure that the school is distinctively Catholic in all its aspects.'

This appointment is made by the board of directors of the St Teresa of Calcutta Catholic Academy Trust under the terms of the Catholic Education Service (CES) contract. It is subject to the conditions of service for deputy headteachers contained in the current School Teachers' Pay and Conditions document as well as other current education and employment legislation and statutory guidance.

The Trust, Local Governing Body and the Diocese are committed to safeguarding and promoting the welfare of children and young persons and the Headteacher and Deputy Headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance.

Main Purpose:

The Deputy headteacher will:

- undertake the normal responsibilities of the class teacher;
- be a member of the senior leadership team;
- support the headteacher in leading the strategic direction of the school and in managing the school;
- act as the headteacher where the substantive headteacher is not on site;
- support and represent the headteacher at meetings as and when required;
- undertake key strategic and operational duties as delegated by the headteacher;
- play a major role under the overall direction of the headteacher in formulating and reviewing the Mission Statement, creating the school strategic development plan, aims and objectives of the school by:
 - establishing the policies through which they shall be achieved;
 - managing staff and resources to that end; and
 - monitoring progress towards their achievement.

Main Tasks:

The specific nature and balance of these responsibilities will vary according to the needs of the school and may, in larger schools with more than one deputy, be shared. Specific management, curriculum and co-ordination responsibilities/teaching commitment to be undertaken by the post holder will be by negotiation with the successful candidate.

1. Class teacher responsibilities

- 1.1 To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- 1.2 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; and deliver a quality of teaching and learning in the classroom that models both the role of Deputy Headteacher and expectations of the school.
- 1.3 To be responsible for a class or classes of pupils to be decided on appointment.

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2. The internal organisation, management and leadership of the school

2.1 To have specific, strategic responsibilities for day-to-day site management and leadership (e.g. for aspects of school management or the curriculum) to be agreed upon appointment.

2.2 To lead strategically, alongside the headteacher the development of:

- the school's Mission Statement;
- the Catholic ethos, values and overall purposes of the school;
- the aims and objectives of the school and policies for their implementation;
- the creation, and implementation of the school strategic development plan which will translate school aims and policies into actions. This plan will be quality assured and monitored by the headteacher.

This also involves:

- monitoring and evaluating the performance of the school and its achievements as a Catholic school in terms of national performance indicators **and** external monitors of school performance, e.g. OFSTED, Diocese;
- implementing the Trust's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs;
- strategic planning and delivery of the efficient organisation, management and supervision of school routines.

3. Curriculum Development

3.1 Strategic lead on:

- the development, organisation and implementation of the school's curriculum including strategic planning, costing, and execution of the curriculum vision;
- school policies on curriculum intent and implementation, teaching pedagogy and development, assessment, recording and reporting;
- ensuring that the teaching and learning provided by different departments and teaching teams forms a co-ordinated, coherent curriculum entitlement for individuals, including those with special educational needs;
- ensuring that the Diocesan policy on Religious Education is fulfilled;
- ensuring arrangements for the daily act of collective worship and the spiritual life of the school;
- providing a curriculum for the spiritual, moral, social and cultural development of all pupils in line with the distinctive Catholic nature, purpose and aims of the school;
- providing high quality personal, social, health education and citizenship in accordance with the teachings and doctrines of the Catholic Church;
- developing outcome monitoring systems to ensure that pupil data is used to improve teaching and learning to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers, and to aid governance in the future management of the school;
- ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided, including at transition points; and
- the provision and promotion of extra-curricular activities in accordance with the educational aims and Catholic ethos of the school.

4. Pupil care

4.1 Overall strategic leadership and management of:

- the strategic direction, planning and implementation of the school's policy for the behaviour, well-being and personal development of pupils including pastoral care and strategic safeguarding compliance in accordance with the teachings and doctrines of the Catholic Church and national legislation;
- the effective induction and transition of pupils to and within the school;
- the development and improvement of provision and outcomes for pupils with SEND;
- the determination of appropriate pupil groupings;
- the promotion to pupils of high standards of conduct/discipline and a proper regard for authority; the encouragement of good behaviour and commitment to the common good through strategic policy development, implementation and evaluation;
- the development among pupils of self-discipline, resilience and character;

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- the handling of individual disciplinary cases, both staff and pupils; and
- the strategic development and implementation oversight, of operational safeguarding staff and school safeguarding monitoring systems as defined in KCSIE 2020.

5. The management of staff

- 5.1 To participate in the selection and deployment of teaching and non-teaching staff of the school.
- 5.2 To contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
- 5.3 To participate in arrangements made in accordance with the regulations for the appraisal of the performance of teachers in school and lead the development of appraisal for members of the school support staff.
- 5.4 To contribute to staff development policies appropriate to the Catholic nature of the school in relation to:
 - the induction of new and newly qualified teachers and other staff;
 - the provision of professional advice and support and the identification of training needs;
 - the management of students under training/work experience.
- 5.5 To demonstrate effective leadership, representation and liaison both within the school and with other interested or involved external persons or bodies.
- 5.6 To maintain good relationships with individuals, groups and staff unions and associations and other stakeholders.
- 5.7 To appraise and hold assistant headteachers and middle leaders to account, as directed by the headteacher and as per the school appraisal policy.

6. The management of resources

- 6.1 To contribute to the formulation of the school's policies and procedures concerning resource management in accordance with the school's Mission Statement.
- 6.2 To allocate, control and account for those financial and material resources of the school which are delegated by the headteacher.
- 6.3 To promote an engaging environment which stimulates learning, enhances the appearance of the school and expresses its Catholic identity.
- 6.4 To contribute to arrangements for the security and effective supervision of the school buildings, their contents and grounds, including aspects of health and safety.
- 6.5 To maintain effective working relationships with external agencies and services contracted to the school and the Trust.

7. Relationships

- 7.1 To advise and assist school governance as required in the exercising of its functions including attending meetings and delivering strategic reports.
- 7.2 To assist liaison and co-operation with Diocesan and other external officers and support services.
- 7.3 To help in maintaining and developing effective communications and links with parents, as the prime educators, and to provide timely, positive responses to concerns regarding their children's education.
- 7.4 To assist liaison with other educational establishments, especially other Catholic institutions, in order to promote the continuity of learning, progression of achievement and curriculum development.
- 7.5 To assist liaison with other professional bodies, agencies and services.
- 7.6 To develop and maintain positive links and relationships with the parish community, local organisations and employers:
 - to promote a positive image of the school; and
 - to ensure that the school plays a constructive role in the life of the parish and community; and that its curriculum draws on the nature and resources of that community.

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Alongside the generic responsibilities listed above the Deputy Headteacher will be expected to provide the strategic lead and to hold oversight responsibility for the following areas:

- School -wide standards, and outcomes for all pupils.
- Improving the Quality of Education so this is judged as “good” at the school’s next inspection.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers’ Pay and Conditions Document as they relate to deputy headteachers.

The applicant will be required to safeguard and promote the welfare of children and young people.