

St Osmund's Catholic Primary School

Exeter Street

Salisbury

Wiltshire SP1 2SG

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schoolcomms@sops.canacp.org

Headteacher: Mr R Sanderson

Job description: Deputy Headteacher

Job details

Salary:	L4 – L10 (£47,706 - £55,360)
Contract type:	Full-Time
Reporting to:	Headteacher, Governors
Responsible for:	Teaching Staff and Support Staff

Main purpose

The deputy headteacher will Play a major role in conjunction with the Headteacher and Governing Body to:

- Assist the Headteacher in leading and managing the school
- Be a member of the senior leadership team
- Lead curriculum planning for the school to ensure that an exciting curriculum inspires and enables all pupils to make excellent progress
- Monitor attendance and implement policy
- Model and promote the Catholic ethos of the school through an inclusive approach
- Play a major role under the overall strategic direction of the Headteacher in formulating and reviewing the School Development Plan in the areas of responsibility assigned to the Deputy Headteacher by:
 - Establishing the policies through which they shall be achieved
 - Leading and managing staff and resources
 - Monitoring progress towards their achievement
- Undertake the normal responsibilities of the class teacher with release time commensurate with the responsibilities of the post
- Undertake such duties as are delegated by the Headteacher

Main Tasks

The specific nature and balance of these responsibilities will vary according to the needs of the school. These are subject to change in the light of changes in the education landscape.

Class Teacher responsibilities

- To carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document
- To carry out the duties of a general class teacher as detailed in the school's class teacher job description

The internal organisation and management of the school

To contribute to:

- Developing, modelling and promoting the ethos, values and overall vision of the school
- Formulating the aims and objectives of the school and policies for their implementation in the areas of responsibility assigned to the Deputy Headteacher
- To contribute to planning improvement which will translate school aims and policies into actions
- Implementing the Local Authority and Governing Body's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs
- The efficient organisation, management and supervision of school routines

Curriculum, teaching and learning

- To oversee the effective implementation and provision of the curriculum across the school with the Headteacher
- Under the leadership of the Headteacher, supporting the monitoring and evaluation of the quality of teaching and learning taking place to ensure consistency, quality and challenge
- Lead the processes involved in developing the curriculum using high quality modelling, coaching and mentoring as appropriate
- Promote high expectations which meet Ofsted criteria and Diocesan and Bishops' Conference requirements

To contribute to:

- The development, organisation and implementation of the school's curriculum
- School policies on curriculum, teaching & learning, attendance and policies relating to the Catholic nature of the school
- Ensuring that the learning and teaching provided through different areas of school provision form a co-ordinated, coherent curriculum entitlement for individuals
- Ensuring that information on pupil progress 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 Governors in their management of the school
- Ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided

Pupils and Pupil well-being

- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and exemplary pupil behaviour
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school
- Under the strategic leadership of the Headteacher, take responsibility for the school's policies and procedures for pupil behaviour
- Take responsibility for the school's policies and procedures for improving attendance
- Take responsibility for the development, organisation and implementation of the school's policy for the personal, social, health and economic (PSHE) development of pupils including pastoral care and guidance
- Be a DDSL

To contribute to:

- The effective induction of pupils and staff
- The promotion among pupils of standards of conduct/discipline and the encouragement of good behaviour
- The development of culture of love for God, each other, and of learning

Development of self and others

- Act as an excellent role model-treating people fairly, with dignity and respect in line with the Catholic ethos of the school
- Be outward-facing and build a collaborative learning culture within the school and beyond
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting
- Working with the Headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school development plan and performance development (performance management)
- Organise and support the induction of staff new to the school and those being trained within the school (including understanding the ethos and requirements of a Catholic school)
- Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the school in the absence of the headteacher
- Lead the annual performance development process for support staff and supporting the headteacher in the performance development of the teaching staff

Relationships

- Be responsible for fostering positive relationships across the school community
- Advise and assist the Governing Body as required in the exercising of its functions including attending meetings and making reports
- Help in maintaining and developing effective communications and links with parents and stakeholders
- Provide positive responses to concerns and problems stakeholders may have regarding their children's education and wellbeing
- Assist the liaison with other educational establishments in order to promote the continuity of learning, progression and curriculum developments
- Support effective links with the Church, Parish and wider Catholic community, including Diocesan partnerships to enhance the curriculum and outcomes for pupils
- Develop and maintain positive links and relationships with the community, local organisations and employers

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Deputy Headteacher will carry out. The post-holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: March 2023

Next review date: July 2024

Line manager's signature:

Date:

Postholder's signature:

Date: