



## **St Robert Southwell Catholic Primary School**

*Aiming For Excellence - Being The Best We Can Be*

### **Job Description – Deputy Headteacher**

#### **St Robert Southwell Catholic Primary School**

#### **Leadership spine Point L10-15**

#### **Post**

This is a senior post within the school's staffing structure, which carries with it membership and responsibilities of the Leadership Group. This post holder is accountable to the Headteacher. As a member of the Senior Team, you will be required to meet the general requirements of this post, as specified in the School Teachers' Pay and Conditions Document.

In addition, you will be required to fulfil any reasonable expectations from the Headteacher.

#### **Job Purpose**

The post will require you to work in partnership with the Headteacher, governors and staff to secure the highest academic standards and excellent behaviour whilst ensuring the continuous improvement of the school.

To support the Headteacher's overall leadership, development and management of the teaching and learning of all pupils and ensure statutory compliance:-

- to have a teaching responsibility and be able to teach in all key stages,
- to take a leading role in the monitoring and evaluation of standards across the whole school and to be a leading professional, actively promoting effective teaching and learning practices across the school.
- to take full responsibility for the school in the absence of the Headteacher.

#### **Reporting to**

The post holder is responsible and accountable to the Headteacher in all matters.

The post holder is also expected to interact with and lead colleagues on a professional level in order to promote a mutual understanding of the schools:

- Ethos, Vision and Values
- School Improvement priorities
- Health and Safety

So far as is reasonably practicable, the DHT must ensure that safe working practices are adopted by employees and in all premises/work areas, to maintain a safe working environment for employees and service users. These are defined in the Corporate Health, Safety and Welfare policy, Department Policies and school documentation.

#### **Main Expectations of the role**

- Demonstrate high standards of personal integrity, loyalty, discretion and professionalism
- Publicly support all decisions of the Headteacher and Governing Body
- Work with the Headteacher to lead, motivate, support, challenge and develop all staff
- Support the Headteacher and Governors in accounting for the efficiency and effectiveness of the school to all relevant stakeholders
- Manage the schools' lunchtime arrangements along with other senior teachers giving consideration to the Quality of Playtime/Lunchtime provision and opportunities offered
- Assist with the appointment and induction of new staff and provide monitoring and support for NQT's and students as necessary
- Prepare, and support the implementation and monitoring of the School Improvement Plan
- Ensure that the school is prepared for external reviews and inspections and adhere to statutory compliance in relation to government returns and published deadlines
- Undertake such reasonable activities as the Headteacher and Governors may, from time to time require
- Being a visible and accessible to all staff for support, guidance and advice
- Monitoring of standards and achievement and providing accurate reports for Governors
- Closing attainment and progress gaps
- Ofsted and inspection document preparation and compliance
- Monitoring Quality Teaching, learning and provision
- Supporting the development of subject leaders
- Breakfast club (Before School Club) quality and compliance
- After School Club quality and compliance
- Liaison with external providers, Music service/steel pans/Italian teacher and other external staff and curriculum visitors
- Clarity and consistency of parent communication
- Co-ordination and reporting of Pupil voice
- Supporting the Headteacher with timetabling including curriculum, staff meeting programming and delivery, CPD and the whole school calendar of events.



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## **1. Shaping the Future**

- Support the Headteacher and Governors in promoting and developing a vision for the future of the school; demonstrating inspirational leadership and creativity
- Play a significant role in the school improvement planning process, taking account of the agreed priorities of the school and reflecting specifically on personal areas of responsibility
- Contribute to the identification of key areas of strength and weakness in the school
- Exemplify the application of agreed policies, priorities and expectations, so as to set a good example to other colleagues
- Develop and enhance a culture of team work, in which views of members of the school community are valued and taken into account
- Contribute to the self-evaluation of the school

## **2. Leading Learning and Teaching**

- Maintain a high profile as an example of best and leading practice within the classroom and foster the high expectations to which the school aspires
- To lead, develop and monitor whole school assessment and progress tracking
- Lead the process 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
- Take responsibility for the analysis of key school performance data, to ensure priorities are appropriate and improvement in standards is promoted
- Oversee the development of effective timetabling, which meets and responds to the needs of pupils within the statutory frameworks and the resources available
- Coach and develop staff to maximise impact on effective teaching and learning
- Through liaison and guidance, work closely with curriculum leaders to ensure the best learning opportunities for children
- Support the target setting process; including statutory procedures and targets for individuals and groups throughout the school
- Implement strategies to promote high standards of behaviour
- Seek to develop and enhance a broad and rich curriculum which meets the needs of the range of pupils in the school
- Monitor and evaluate outcomes achieved from classroom practice
- Take a leading role in development of quality and manageable assessment practice throughout the school

## **3. Developing self and managing others**

- Contribute to the creation of a positive school ethos, in which every individual is treated with dignity and respect and promote safeguarding to ensure the welfare of children and young people is paramount
- Make a distinctive contribution to the wider school team and continued development of St Robert Southwell School
- Contribute to the development of collaborative approaches to learning within the school and beyond
- Monitor the effectiveness of colleagues' teaching and wider professional impact and report the evaluation to the Headteacher
- Work with the Headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the School Improvement Plan and performance management
- Lead, manage and organise meetings as appropriate in support of the school's aims
- Set high expectations for your own performance and that of others
- Act as induction coordinator and mentor for NQTs
- Engage in relevant professional development as necessary

## **4. Managing the organisation**

Manage the day to day activities of the delegated areas of responsibility to ensure the school meets statutory requirements in a highly effective and efficient manner.

- Develop action plans in specified areas of responsibility, in order to bring about improvements
- Ensure that equal opportunities for pupils and staff are effectively promoted

## **5. Securing Accountability**

Work alongside the Headteacher to secure improvement through Performance Management;

- Take responsibility for the performance management of identified staff in understanding their own accountability, and develop approaches to its review and evaluation
- Identify priorities for the school development plan and completing and monitoring action plans
- Contribute to the reporting of the performance of the school to parents, carers, Governors and other key partners as necessary



**6. Strengthening Community**

- Support the development of the school within the community; strengthening partnerships with other schools and services thus enhancing community cohesion
- Contribute to policies and practices which promote equality of opportunity and tackle prejudice
- Evaluate and enhance the development of a curriculum which provides pupils with opportunities to enhance their learning within the wider community
- Promote and model good relationships with parents, which are based on partnerships
- To support and improve pupils' achievement, involving parents as true partners in the education of their children