



JOB DESCRIPTION – EXECUTIVE DEPUTY HEADTEACHER (JUNIOR SCHOOL) **St Mary's Catholic Federation, Carshalton**



MAIN PURPOSE OF POST

- To assist the Executive Headteacher in leading and managing the schools, in order to provide a Catholic Christian educational community in which all pupils are enabled to achieve their highest potential
- To assist the Executive Headteacher in leading by example, providing inspiration, motivation, vision, purpose, strategic planning and leadership of the schools for the children, families, staff and governors.
- To assist the Executive Headteacher in ensuring that high expectations are fully embedded throughout the Federation.
- To deputise in the absence of the Executive Headteacher as directed by the Governing Body.

MAIN RESPONSIBILITIES OF POST

1. Leadership and Management

- To help to lead the schools to fulfil its mission as set out in the School's Mission Statement; ensuring that the Catholic ethos of the schools is maintained and developed;
- To help to lead, support and develop an organisational structure and culture that empowers and sustains all staff to contribute to the decisions made.
- To help to ensure that all legal requirements are met, including those related to the safeguarding of children, taking the Designated Safeguarding Lead role.
- Promote and maintain a friendly and welcoming atmosphere throughout St Mary's Nursery, Infant and Junior Schools, maintaining and supporting the Catholic ethos.
- Encourage the involvement and support of families in the life of the school.
- Be responsible for the overall pastoral care and behaviour of pupils to follow practice reflecting the love, justice and mercy of God;
- take on specific tasks related to the day to day administration and organisation of the schools.

2 Communication

- Ensure excellent communication with all children, staff, parents, governors, local authority, local community and other stakeholders.
- Provide information and advice to the Executive Headteacher and governing body and support proper accountability processes throughout the school.

3. Curriculum

- Help to lead an environment which promotes and secures highly effective teaching and learning, with high standards of attainment, achievement and behaviour for all children, including those with special educational needs.
- Be an excellent and creative teaching practitioner who motivates children and has high expectations
- Ensure the curriculum responds to the needs and abilities of all children, together with appropriate assessment and recording systems.
- Effectively monitor and evaluate standards of teaching and learning.
- As assessment lead ensure high levels of progress and achievement are maintained for all pupils.

4. Pastoral Care

- Ensure the intellectual, physical, moral, social, cultural and spiritual well-being and nurture of each child.
- Promote positive behaviour and respect for others to create a caring and lively community.
- Develop and maintain positive relationships with parents and carers.
- Ensure the safety and security of all pupils, staff and visitors.

5. Staff

- Promote a work environment free from any form of discrimination.
- Motivate and enable staff to develop expertise in their respective roles through high quality continuous professional development.
- demonstrate high standards of personal integrity, loyalty, discretion and professionalism.
- deploy people and resources efficiently and effectively, in consultation with, and by the direction of, the Executive Headteacher. This should be in line with the specific objectives of the school's plans and its financial context
- be responsible for managing the team of learning support staff within the school

6. Resources

- Ensure the management and organisation of all resources efficiently and effectively so that the needs of the children are met; and that all relevant legislation including health and safety, and safeguarding is met.

In addition to the above the Deputy Headteacher shall:

- Be responsible for assisting in the management of the school.
- Be co-responsible for the preparation of school policies.
- Review the curriculum paying particular attention to the school improvement plan;
- Work with the Executive Headteacher on the regular review and update of the Self Evaluation Form;
- Keep abreast of current legislation and curriculum initiatives;

- Inform colleagues of the above and their implications for the Federation.
- Monitor planning, content and delivery of curriculum in the classroom.
- Be responsible for the overall pastoral care and behaviour of pupils across the school to follow practice reflecting the love, justice and mercy of God;
- Liaise with external agencies as required for pupils as appropriate

In consultation with the Senior Leadership Team, the Deputy Headteacher shall:

- Support the curriculum;
- Hold individual meetings with postholders to plan targets in support of achieving Quality Marks;
- Maintain an overview of current practice in the classroom;
- Be involved in decisions regarding the management of the school's delegated budget;
- Chair curriculum and staff meetings as required;
- Support school policies on assessment.
- Provide professional support for teaching/classroom assistants;

In the absence of the Executive Headteacher the Deputy Headteacher shall

- Deputise for the Executive Headteacher and be responsible to the Governing Body for the internal organisation, management and control of the school;
- Deputise for the Executive Headteacher at Governors meetings and other external meetings when necessary.

They shall also

- Be a member of the Senior Leadership Team;
- Participate in the school's Performance Management Programme both as an appraiser and as an appraisee;
- Be responsible for participating in the school's agreed monitoring and evaluation procedures;
- Co-ordinate the placement of students on teaching practice, liaising with college tutors and teachers;
- Be supportive in the organising of the placements of work experience and teaching students;
- Attend Governing Body meetings as an observer
- Assist with assemblies and the organisation of spiritual liturgy;
- Act as a teacher representative on the Friends of St Mary's committee;
- Ensure that there is a safe working environment in which risks are assessed.

Other Duties

- The Deputy Headteacher will also be required to undertake such reasonable other duties as the governing body may require.
- Comply with the teachers standards in accordance with the schools pay and conditions policy for school Leadership.
- Be willing to become involved in the life of the school within the community