



Job Description

Deputy Headteacher

Main purpose

The deputy headteacher, under the direction of the headteacher, will take a major role in:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives
- Lead on specific aspects of school improvement as directed by the Headteacher

If the headteacher is absent, the deputy headteacher will deputise, as directed by the Local Academy Committee and/or the Trust Executive Team.

The deputy headteacher will also be expected to fulfil the professional responsibilities of a headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

Qualities

The deputy headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils

Duties and responsibilities

School culture and behaviour

Under the direction of the headteacher, the deputy headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Understand and display servant leadership akin to the values and Teachings of the Gospel





- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- Show kindness and respect in all relationships including those with students and those with adults

Teaching, curriculum and assessment

Under the direction of the headteacher, the deputy headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Use valid tracking and reporting procedures to ensure that all children are making the desired progress from starting points.
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read

Additional and special educational needs (SEN) and disabilities

Under the direction of the headteacher, the deputy headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice.





Organisational management and school improvement

Under the direction of the headteacher, the deputy headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the Trust Board, Executive Team and Local Academy Committee and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Allocate financial resources appropriately, efficiently and effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented

Professional development

Under the direction of the headteacher, the deputy headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Engage in and promote the Trust Professional Development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs

Governance, accountability and working in partnership

Under the direction of the headteacher, the deputy headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility to the Trust Board, the Trust Executive Team and the Local Academy Committee
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations





- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

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 postholder may be required to do other duties appropriate to the level of the role.

Person Specification Deputy Headteacher

Qualifications & Experience	Essential / Desirable
Qualified teacher status	Essential
Degree	Essential
National professional qualification for headship (NPQH) or have a commitment to working towards this qualification	Desirable
Faith Commitment	
Practicing Catholic	Essential
Involvement in Parish Community	Desirable
Experience	
Successful recent experience of Senior Leadership	Desirable
Recent highly successful leadership and management experience in relevant key stages	Essential
Involvement in school self-evaluation and development planning based on a thorough understanding of wide ranging and complex barriers	Essential
Demonstrable experience of successful line management and staff development	Essential





Knowledge & Skills	
Data analysis skills and the ability to use data to set targets and identify weaknesses	Essential
Previous experience of being a Designated Safeguarding Lead or knowledge of the role and responsibilities with the willingness to train as a Designated Safeguarding lead. Up to date knowledge of Keeping Children Safe in Education and ability to develop a whole school culture around safeguarding	Essential
Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve	Essential
Understanding of school finances and financial management	Desirable
Effective communication and interpersonal skills	Essential
Ability to communicate a vision and inspire others	Essential
Ability to build effective working relationships	Essential
Understanding of high-quality teaching and assessment systems based on evidence, and the ability to model this for others and support others to improve	Essential
Personal Qualities	
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	Essential
Ability to work under pressure and prioritise effectively	Essential
Commitment to maintaining confidentiality at all times	Essential
The ability to use character and humour to encourage a climate of security, happiness and motivation	Essential
Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position	Essential

