

## **Job Description Deputy Headteacher**

### **St Anthony's Catholic Primary School**

The school has been designated by the Secretary of State as a school with a religious character. The school's Articles of Association state that they are part of the Catholic Church and are to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the diocesan trust deed. At all times the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ. The post is reserved for practising Catholics who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects.

#### **Main purpose of the post**

- To maintain and develop the Catholic ethos of the school
- Be a member of the senior leadership team
- Assist the Headteacher in leading and managing the school
- Undertake the normal responsibilities of the class teacher
- Support and represent the Headteacher at meetings as and when required
- Undertake the professional duties of the Headteacher during his/her absence
- Undertake such duties as are delegated by the Headteacher
- Play a major role under the overall direction of the Headteacher in formulating and reviewing the Mission Statement, 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
  - Monitoring progress towards their achievement
- To contribute to the provision of high-quality teaching and learning to ensure successful outcomes for all
- To meet all teachers' standards

#### **Key Duties**

##### **Purpose**

The specific nature and balance of these responsibilities will vary according to the needs of the school and may, in larger schools with a number of senior leaders, be shared. It will be necessary to specify the management, curriculum and co-ordination responsibilities/teaching commitment to be undertaken by the post holder.

## **Class teacher responsibilities**

- To carry out the 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, including the provision of cover for absent teachers
- To be responsible for a specific class or age group of children to be decided on appointment

## **The internal organisation, management and control of the school**

- To have specific responsibilities (e.g. for aspects of school management or the curriculum) to be agreed upon appointment
- To contribute to:
  - Fulfilling the school's Mission Statement
  - Maintaining and developing the Catholic ethos, values and overall purposes of the school
  - Formulating the aims and objectives of the school and policies for their implementation
  - A development plan which will translate school aims and policies into actions
  - Monitoring and evaluating the performance of the school and its achievements as a Catholic school
  - Implementing the 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 Development**

- To contribute to:
  - The development, organisation and implementation of the school's curriculum
  - School policies on curriculum, teaching and learning styles, assessment, recording and reporting
  - Ensuring that the learning and teaching provided by different departments and teaching teams form 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
  - 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 future management of the school
  - Ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided
  - The promotion of extra-curricular activities in accordance with the educational aims and Catholic ethos of the school

## **Pupil Care**

- To contribute to:
  - The development, organisation and implementation of the school's policy for the personal and social development of pupils including pastoral care and guidance in accordance with the teachings and doctrines of the Catholic Church
  - The effective induction of pupils
  - The determination of appropriate pupil groupings
  - The promotion among pupils of standards of conduct/discipline and a proper regard for authority, the encouragement of good behaviour and commitment to the common good
  - The development among pupils of self-discipline
  - The handling of individual disciplinary cases

## **The management of staff**

- To participate in the selection and deployment of teaching and non-teaching staff of the school
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures
- To participate in arrangements made in accordance with the regulations for the appraisal of the performance of teachers in school
- To contribute to staff development policies appropriate to the Catholic nature of the school in relation to:
  - The induction of new and early careers teachers and other staff
  - The provision of professional advice and support and the identification of training needs
  - Students under training/work experience
- To demonstrate effective leadership, representation and liaison both within the school and other interested or involved persons or bodies
- To maintain good relationships with individuals, groups and staff unions and associations

## **The management of resources**

- To contribute to the formulation of the school's policies and procedures concerning resource management in accordance with the school's Mission Statement
- To allocate, control and account for those financial and material resources of the school which are delegated by the Headteacher
- To promote an attractive environment which stimulates learning and enhances the appearance of the school and expresses its Catholic identity
- To contribute to arrangements for the security and effective supervision of the school buildings, their contents and grounds, including aspects of health and safety

- To maintain effective working relationships with external agencies and services contracted to the school and the Authority

## **Relationships**

- To advise and assist the governing body as required in the exercising of its functions including attending meetings and making reports
- To assist liaison and co-operation with Diocesan and Authority officers and support services
- To help in maintaining and developing effective communications and links with parents, as the prime educators, and to provide positive responses to concerns and problems regarding their children's education
- 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
- To assist liaison with other professional bodies, agencies and services
- To develop and maintain positive links and relationships with the parish community, local organisations and employers:
  - To promote a positive image of the school
  - 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.

## **Other specific duties**

- To play a full part in the life of the school community, to support its strategic commitment, purpose and intent and to encourage staff and students to follow this example
- To support the school in meeting its legal requirements for worship
- To promote actively the school's policies
- To continue personal, professional development
- To actively engage in the school's self-review and evaluation processes
- To actively engage in the school's appraisal processes
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate
- To attend meetings as determined and directed by the Headteacher
- To undertake any other duty as specified by the Headteacher not mentioned above
- To comply with the school's procedures concerning safeguarding and to ensure that training is accessed

## **General**

- To undertake all duties with full regard to the Health and Safety at Work Act
- To contribute to the overall ethos, work and aims of the school and Trust

- To participate in training and other learning activities and performance development as required
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
- To be aware of and support difference and to ensure equal opportunities for all
- To be willing to undertake first aid training and carry out first aid as appropriate

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.

This document is considered to provide an outline of the areas that this role involves. This document does not preclude the post holder developing systems and structures not specifically mentioned but related to his/her broad areas of responsibility. The roles outlined above are indicative and do not preclude anything else which may be reasonably requested commensurate with the post held and duties undertaken.

## Person Specification for a Deputy Headteacher

*The schools' Articles of Association state that they are part of the Catholic Church and are to be conducted as Catholic schools in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Shrewsbury. At all times the schools are to serve as a witness to the Catholic Faith in Our Lord Jesus Christ. The posts therefore require a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects.*

### [A] Faith Commitment

	Essential	Desirable	Source
Practising Catholic	E		R
Involvement in parish community		D	A/R

**To be able to demonstrate their knowledge and understanding of the following in the context of a Church school.**

	Essential	Desirable	Source
Leading school worship	E		A/SP
Ways of developing religious education and worship	E		A/SP
A commitment to strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Catholic ethos of the school	E		A/SP
How relationships should be fostered and developed between the school, local parish and its community and Diocese of Shrewsbury		D	A/SP

### [B] Qualifications

	Essential	Desirable	Source
Qualified teacher status	E		A/CC
Degree	E		A/CC
CCRS/CTC or commitment to obtaining the certificate	E		A/CC/SP

### [C] Professional Development

	Essential	Desirable	Source
Evidence of appropriate professional development for the role of Deputy Headteacher	<b>E</b>		A
Evidence of recent leadership and management professional development		<b>D</b>	A
Has successfully undertaken appropriate Child Protection training	<b>E</b>		A /CC
Has successfully undertaken Designated Senior Leader training		<b>D</b>	A/CC
Has completed the Catholic Leadership Programme or has a commitment to doing so	<b>E</b>		A/SP/CC
Has completed the Catholic Middle Leadership Programme		<b>D</b>	A/SP/CC

### [D] School leadership and management experience

**Local Governors and Directors would particularly like to see you outline the impact of these in your supporting statement**

	Essential	Desirable	Source
To have undertaken the role of SENDCo		<b>D</b>	A/SP/R
To have undertaken the role of DSL or DDSL		<b>D</b>	A/SP/R
To have had active and effective leadership of a team, key stage or curriculum area and to understand how to manage a budget in relation to this	<b>E</b>		A/SP/R
To be able to demonstrate effective leadership in a school in a similar community or facing similar challenges		<b>D</b>	A/SP
To have taken an active involvement in identifying areas of development which feed into the school self-evaluation and action planning	<b>E</b>		A/SP/R
To have implemented and developed a whole school initiative		<b>D</b>	A/SP/R
To have had responsibility for policy development and implementation		<b>D</b>	A/SP/R
To have had experience of and ability to contribute to staff development across the primary stage (e.g. coaching, mentoring, INSET for staff)	<b>E</b>		A/SP/R

	Essential	Desirable	Source
Work positively with parents and carers	<b>E</b>		A/SP/R
To demonstrate an awareness of national educational policy	<b>E</b>		A/SP/R

### **[E] Experience and knowledge of teaching**

	Essential	Desirable	Source
Significant teaching experience within either the primary or secondary phase	<b>E</b>		A/SP/R
To have a knowledge and understanding of Early Years, KS1, KS2 in the primary phase		<b>D</b>	A/SP/R
To be able to effectively use data, assessment and target setting to raise standards/address weaknesses	<b>E</b>		A/SP/R
To be able to exemplify how the needs of all pupils, including vulnerable groups, have been met through high quality teaching	<b>E</b>		A/SP/R

### **[F] Professional Attributes**

	Essential	Desirable	Source
To be able to demonstrate an understanding, awareness and empathy for the needs of the pupils at the school and how these could be met.	<b>E</b>		A/SP
To be able to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies.	<b>E</b>		SP
To have excellent written and oral communication skills (which will be assessed at all stages of the process).	<b>E</b>		A/SP/R
To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice.	<b>E</b>		A/SP/R
Show a good commitment to sustained attendance at work	<b>E</b>		A/SP/R
To have an understanding of the term “service leadership”	<b>E</b>		A/SP/R



## **[G] Personal Qualities**

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Continue to promote the school's strong educational philosophy and values	<b>E</b>		A/SP
Inspire, challenge, motivate and empower teams and individuals to achieve high goals	<b>E</b>		A/SP
Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people	<b>E</b>		A/SP
Build and maintain quality relationships through interpersonal skills and effective communication	<b>E</b>		A/SP
Demonstrate personal and professional integrity, including modelling values and vision	<b>E</b>		A/SP
Manage and resolve conflict	<b>E</b>		A/SP
Prioritise, plan and organise themselves and others	<b>E</b>		A/SP
Think analytically and creatively and demonstrate initiative in solving problems	<b>E</b>		A/SP
Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others	<b>E</b>		A/SP
Demonstrate a capacity for sustained hard work with energy and vigour	<b>E</b>		A/SP

## **[H] Professional Skills**

Applicants must be able to demonstrate that they meet the Teachers' Standards (England) which are set out in detail in the current School Teachers' Pay and Conditions Document. The Deputy Headteacher must be exemplary and be able to:

- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Plan and teach well-structured lessons
- Adapt teaching to respond to the strengths and needs of all pupils
- Make accurate and productive use of assessment
- Manage behaviour effectively
- Fulfil wider professional responsibilities

## **[I] Confidential References and Reports**

A positive and supportive faith reference from a priest where the applicant regularly worships.	<b>D</b>
Positive recommendation from all referees, including current employer.	<b>E</b>
A supportive reference from a senior educationalist such as previous headteacher, school improvement partner or local authority adviser	<b>E</b>

The local governors and directors reserve the right in exceptional cases to seek additional references from other former employees where this seems appropriate.

## **[J] Important advice regarding faith references**

You have applied for a position in one of our Catholic schools which is reserved for a practising Catholic. This means that the person specification will state that is essential that you meet this criterion, and you must be able to evidence this with a positive faith reference from the priest(s) of the parish(es) where you attend the Sunday Eucharist and receive the sacraments. It is also vital that this reference is current and that the priest's knowledge of your practice is not historical.

Priests will be asked to confirm a minimum of 12 months' continuous practice. A period of 12 months' practice will also be required for those recently received into the Church. It is vital that the priest can verify your attendance at Sunday Mass and is not simply the priest linked to the school that you currently work in.

We are seeking to appoint a practising Catholic who joins in the parish celebration of the Sunday Mass and receives the sacraments regularly as well as living in accordance with the teachings of the Church.

At a time when priests are increasingly assuming responsibility for larger pastoral areas, it is becoming increasingly common for priests not to know parishioners as well as they might have in the past. In the light of this we offer the following advice when seeking faith references prior to making an application.

1. Speak to the priest before completing your application and ask if he agrees to your including him as a referee. (Do not simply email or leave a message on the parish answer phone.)
2. Provide him with an outline of your involvement in parish life e.g. Eucharistic minister, reader, etc (it may be that currently you are not heavily involved in parish life due to other commitments) your present post – school, areas of responsibility the post to which you are applying – name of school, post, etc
3. If you worship in more than one parish, then in order to satisfy weekly attendance of Mass you may need to specify more than one referee.

By following the above advice, you are able to prepare the priest for the reference request and so ensure it will be completed as fully as possible

**[K] Application Form and Supporting Statement**

The application form on the MyNewTerm system must be fully completed. The supporting statement section on the application form should be clear, concise and related to the specific post and setting applied for. **It should not exceed 1,300 words in length.**