



Job Description Deputy Headteacher

The job description below gives an insight into the responsibilities of the Deputy Headteacher and while this is not an exhaustive list, it should allow candidates to have an understanding of what this role entails, and for what the successful candidate will be held accountable for. The person specification provides an indication of the skills and experience that we are seeking.

Every member of staff at St Joseph's College are expected to maintain and develop the Catholic character of the school, the distinctive charism of Edmund Rice and to support and promote the aims and mission of the school in and through the exercise of all contractual duties and any voluntary activities.

The specific areas of responsibility will be negotiated depending on the applicant's strengths.

OVERALL

- To support and assist the Headteacher in providing dynamic and professional leadership for the school ensuring high quality education for all students
- Contribute to strategic leadership of student support, guidance and pastoral care, ensuring the best outcomes for all students
- To deputise for the Headteacher when required
- Undertake the normal responsibilities of the class teacher
- Be a member of the senior leadership team
- Support and represent the headteacher at meetings as and when required
- 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, overall aims and objectives of the school by helping establish the policies through which they shall be achieved. This includes managing staff and resources and monitoring progress towards their achievement

MAIN TASKS:

The specific nature and balance of these responsibilities may vary from time to time and be distributed amongst other members of the senior leadership team.

1. Class teacher responsibilities

- 1.1 To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document
- 1.2 To carry out the duties of a general class teacher as detailed in the school's class teacher job description.
- 1.3 If required, to be responsible for a specific class or age group of children to be decided on appointment

2. The internal organisation, management and control of the school

2.1 To have specific responsibilities to be agreed upon appointment

2.2 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 Board's policies on equal opportunity issues for all staff and pupils in relation to protected characteristics
- The efficient organisation, management and supervision of school routines

3. Curriculum Development

To contribute to:

- The development, organisation and implementation of the school's curriculum
- School policies on curriculum, teaching and learning, assessment, recording and reporting
- Ensuring that the learning and teaching provided by different departments form a co-ordinated, coherent curriculum entitlement that meets the needs of all
- Ensuring arrangements for the daily act of collective worship and the spiritual life of the school line with the distinctive Catholic nature, purpose and aims 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

4. Student 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
- Develop effective relationships with fellow professionals, colleagues in other public services, parent/carers to improve academic and social outcomes for all pupils
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society

5. The management of staff

- To participate in the selection and deployment of teaching and non-teaching staff
- 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 the implementation of staff development policies appropriate to the Catholic nature of the school in relation to:
 - The induction of new and early career 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 Boards

6. The management of resources

- To contribute to the formulation of the school's policies and procedure 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, 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

7. Relationships

- To advise and assist the Governing Board as required in the exercising of its functions including attending meetings and making reports
- To assist liaison and co-operation with Diocesan, Authority and Edmund Rice Network officers and support services
- To help in maintaining and developing effective communications 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 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
- Create an outward-facing school which works with other schools, organisations and the local community – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils

Other Duties and Responsibilities

- To ensure that the vision and strategic direction of education focus on a holistic approach to learning, which is broader than examination results and targets and recognises the school's role in developing responsible citizens and an effective workforce
- In consultation with staff and governors, create and maintain the ethos, vision and aims of the school
- Work with the Headteacher and Governing Board to create a shared vision which expresses core educational values and is inclusive of all stakeholders
- Work with the Headteacher to establish effective relationships and communication in order to build a positive learning atmosphere throughout the school
- To ensure that the school benefits from a rigorous self-evaluation framework, which substantially contributes to raising standards
- To have high expectations and lead by example
- To maintain a secure, caring, welcoming, happy, stimulating and challenging learning environment
- Contribute to the formulation of school policies, ethos and procedures, ensuring their consistent implementation throughout the school
- To make a positive contribution to the spiritual development of students through collective worship and assemblies
- To ensure effective implementation of key statutory policies, including the student behaviour policy, safeguarding and equal opportunities
- To ensure that guidance and support is provided to all students through an effective pastoral support system that promotes a culture of respect and understanding
- To work collaboratively with the DSL and Inclusion team to ensure there is a strong culture of safeguarding within school.
- To ensure that current educational initiatives are incorporated effectively within the whole-school drive for improvement
- To ensure attendance at, and participation in, meetings relative to the curricular, administrative, organisational, pastoral and managerial arrangements for the school
- To plan, manage and monitor the use of finances and resources effectively to achieve the aims of the school
- To monitor and evaluate the standards of teaching and learning and pupil progress across the school
- To work with the Headteacher and middle leaders to support staff in the development of their teaching skills, based on areas of development identified in observations
- To provide for the emotional, social and personal development of pupils to compliment academic development

- To ensure a culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning
- To manage and motivate all staff to ensure the educational programme is delivered effectively
- To provide opportunities for continuing professional development for all staff
- To lead and support the leadership team, individually and collectively
- To work closely with the Governing Board to ensure the school operates effectively and efficiently, leading to high standards across the school
- To create a welcoming, safe and stimulating environment, in which students, staff and visitors feel comfortable and which is conducive to learning
- To engage actively in Performance Appraisal and Continuing Professional Development to ensure professional skills are kept up-to-date and developed
- The Deputy Headteacher will carry out any reasonable task as directed by the Headteacher and understand duties are subject to change based on the changing needs of the school

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.