



# St Josephs Catholic Primary School and Nursery

## Deputy Headteacher Job Description

**Our Family at St Joseph's Learns, Loves and Grows with God at the Centre**

### ***Catholic Purpose and Identity of the School***

The role of the Deputy Headteacher is to work in partnership with the Executive Headteacher & Head of School to provide effective leadership for the school and to further develop a strong Catholic, learning community as reflected in the Mission Statement and the School Development Plan.

The duties outlined in this job description set out the main tasks and responsibilities of the Deputy Headteacher. However, it is not exhaustive and new responsibilities may need to be added, or others altered, from time to time.

### ***Leadership in Catholic Education***

The Deputy Headteacher shares responsibility for the leadership of a Catholic education community and the discharge of this vital role requires a significant theological insight and vision of the development of a Catholic primary school.

The Deputy Headteacher has responsibility to develop their understanding of this leadership role through regular reading and participation in appropriate courses, together with frequent reflection.

The Deputy Headteacher must support the School Leadership Team to establish a culture that promotes excellence, equality and high expectation of all pupils.

## **KEY AREAS OF ACTIVITY**

### ***Strategic direction and development of the school***

- To help devise the aims and objectives of the school and policies for implementation
- To lead the school in clearly articulating its faith values, mission and ethos
- To lead the school in the policies and practices of continuous school improvement, staff development and to constantly seek progressive strategies
- To keep up to date with current issues in teaching and learning and in school improvement and to share this with staff
- To work in partnership with the School Leadership Team & Governors in the cycle of planning, implementation, review and evaluation of the School Improvement Plan
- To monitor and evaluate the impact of the school's policies, practices, targets and priorities, identifying developments needed and working to achieve them

### ***Teaching and Learning***

- To play a major role in the development of high-quality teaching and learning throughout the school
- To assist the School Leadership Team in the delivery of the school's Religious Education programme
- To seek ways of sharing good practice and ensuring dialogue about teaching and learning amongst school staff
- To be supportive of all staff including ECT's and act as a role model in all areas

### ***Leadership and Management***

- To share in the leadership of the school and to bring out the potential for leadership in others
- To challenge and support all others in developing professionally, both formally and informally
- To work with the Executive Headteacher on appointing of staff and the performance management of staff
- To ensure own continuing professional development
- To deal promptly and effectively with any poor performance of staff, teams or pupils

- Responsibility for promoting and safeguarding the welfare of children, young persons s/he is responsible for, or who comes into contact with
- To undertake, in the absence of the Executive Headteacher & Head of School, their professional duties
- To work with the Head of School on the organisation and day to day running of the school and the school's performance to a range of audiences, enabling them to play their part effectively
- To be able to stimulate children and colleagues by a positive, active and supportive attitude
- To be responsible for income and expenditure of the budget(s) as allocated
- To adhere to the School's Financial Policy and Procedures

***Pastoral Care***

- To promote self-discipline, high standards of behaviour and positive attitudes on the part of all children and to implement policies and procedures to foster them
- Be aware of the requirements and implications of 'Every Child Matters'
- Ensure that a high standard of care for all children is maintained

***Communication and Community Links***

- To fully support the life and work of the school
- To develop and maintain positive and effective relationships with parents, the local parishes, community and Governors
- To develop and maintain links with the Diocese, LEA and Advisory and Support Services
- To provide information and objective advice and support to the Governing Body to enable it to meet its responsibilities
- To ensure that parents and pupils are well-informed about the curriculum, attainment and progress and are able to understand and contribute to targets for improvement

The post-holder will be expected to operate under the current School Teachers Pay and Conditions of Service Document.

The Deputy Headteacher will have access to a range of professional development activities, including Deputy Headteacher conferences, support groups and appropriate training courses.

**PERSON SPECIFICATION FOR PRIMARY DEPUTY HEADTEACHER**

<b>CATEGORY</b>	<b>ESSENTIAL</b>	<b>DESIREABLE</b>
Faith Commitment	<ul style="list-style-type: none"> <li>• A Practising committed Catholic</li> <li>• Secure understanding of the distinctive nature of the Catholic school and Catholic education</li> <li>• Understanding of leadership role in spiritual development of pupils and staff</li> <li>• Understanding of the school's role in the parish and wider community</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of participation in faith life of the community</li> <li>• Experience in leading acts of worship in Catholic schools</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• University Degree</li> <li>• Qualified teacher status</li> </ul>	<ul style="list-style-type: none"> <li>• CCRS or equivalent</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Successful experience of leading one or more subject areas</li> <li>• Substantial, successful teaching experience across the Primary sector</li> </ul>	<ul style="list-style-type: none"> <li>• Recent experience in a Catholic voluntary aided school</li> <li>• Experience as assistant headteacher or equivalent</li> <li>• Teaching experience in Foundation Stage, KS1 and KS2</li> <li>• Curriculum leadership in one or more core subjects</li> <li>• Experience of teaching in more than one school</li> </ul>
Professional Development	<ul style="list-style-type: none"> <li>• Evidence of continuing professional development relating to school leadership and management, and curriculum / teaching and learning</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of continuing professional development relating to Catholic ethos, mission and religious education</li> <li>• Experience of working with other schools/organisations/agencies</li> <li>• Experience of leading / coordinating professional development opportunities</li> <li>• Ability to identify own learning needs and to support others in identifying their learning needs</li> </ul>

Strategic Leadership	<ul style="list-style-type: none"> <li>• Ability to articulate and share a vision of primary education within the context of the mission of a Catholic school</li> <li>• Ability to inspire and motivate staff, pupils, parents and governors to achieve the aims of Catholic education</li> <li>• Evidence of successful strategies for planning, implementing, monitoring and evaluating school improvement</li> <li>• Ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress towards these</li> <li>• Knowledge of what constitutes quality in educational provision, the characteristics of effective schools and strategies for raising standards and the achievement of all pupils</li> <li>• Understanding of and commitment to promoting and safeguarding the welfare of pupils'</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the role of governing body in a Catholic voluntary aided school</li> <li>• Evidence of having successfully translated vision into reality at whole school level</li> </ul>
Teaching and Learning	<ul style="list-style-type: none"> <li>• A secure understanding of the requirements of the Curriculum Directory for Religious Education and the National Curriculum</li> <li>• Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all pupils</li> <li>• A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning</li> <li>• Experience of effective monitoring and evaluation of teaching and learning</li> <li>• Secure knowledge of statutory requirements relating to the curriculum and assessment</li> <li>• Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of successful teaching and learning in religious education across the key stages</li> <li>• Successful experience in creating an effective learning environment and in developing and implementing policy and practice relating to behaviour management</li> </ul>
Leading and Managing Staff	<ul style="list-style-type: none"> <li>• Experience of working in and leading staff teams</li> <li>• Ability to delegate work and support colleagues in undertaking responsibilities</li> <li>• Experience of appraisal and supporting the continuing professional development of colleagues</li> <li>• Understanding of effective budget planning and resource deployment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with governors to enable them to fulfil whole school responsibilities</li> <li>• Successful involvement in staff recruitment, appointment / induction, understanding needs of a Catholic school</li> <li>• Understanding of how financial and resource management enable a school to achieve its educational priorities</li> </ul>

Accountability	<ul style="list-style-type: none"> <li>• Ability to communicate effectively, orally and in writing to a range of audiences, e.g. staff, pupils, parents, governors, parishioners and clergy</li> <li>• Experience of whole school self-evaluation and improvement strategies</li> <li>• Ability to provide clear information and advice to staff and governors</li> <li>• Secure understanding of strategies for performance management</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of presenting reports to governors</li> <li>• Understanding the criteria for the evaluation of a Catholic school</li> <li>• Leading sessions to inform parents</li> <li>• Experience of offering challenge and support to improve performance</li> </ul>
Skills, Qualities and Abilities	<ul style="list-style-type: none"> <li>• High quality teaching skills</li> <li>• Strong commitment to the mission of a Catholic school</li> <li>• Commitment to their own spiritual formation and that of pupils</li> <li>• High expectations of pupils' learning and attainment</li> <li>• Strong commitment to school improvement and raising achievement for all</li> </ul>	
	<ul style="list-style-type: none"> <li>• Ability to build and maintain good relationships</li> <li>• Ability to remain positive and enthusiastic when working under pressure</li> </ul>	
Skills, Qualities and Abilities (continued)	<ul style="list-style-type: none"> <li>• Ability to organise work, prioritise tasks, make decisions and manage time effectively</li> <li>• Empathy with children</li> <li>• Good communication skills</li> <li>• Good interpersonal skills</li> <li>• Stamina and resilience</li> <li>• Confidence</li> </ul>	
References	<ul style="list-style-type: none"> <li>• Positive and supportive faith reference from priest where applicant regularly worships</li> <li>• Positive recommendation in professional references</li> <li>• Satisfactory health and attendance record</li> </ul>	<ul style="list-style-type: none"> <li>• Faith reference without reservation</li> <li>• Professional reference without reservation</li> </ul>