



## **Deputy Headteacher Job Description**

*Loving & Learning Together as Jesus Taught us*

*This Statement, put into action, spreads across the curriculum and all the activities of the school.*

- The prime purpose of the Deputy Headteacher's role is to work in partnership with the Headteacher to provide effective leadership for the school and to further develop a strong Catholic, learning community as reflected in the Mission Statement and 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.

### **Overall Responsibilities**

- Ensure that the inclusive and Catholic ethos remains central to life at St Catherine's.
- Ensure that the welfare and safeguarding of all children is a priority with everyone in the school.
- Deputise for the Headteacher when she is not in school in all aspects of her role.
- To be a member of the Senior Leadership Team (SLT) and to play a significant part in formulating, implementing and reviewing school policy and practice.
- Ensure that all children at St Catherine's are supported to enable them to learn, achieve and behave to the best of their ability.
- Show by example the highest standards of professional behaviour at all times.
- Provide an exemplary model of outstanding classroom practice and support all staff in securing and sustaining effective teaching and learning throughout the school.
- Support the Headteacher and Governing Body in their strategic role in school review and development by providing reports and analysis of school performance.
- To lead on our Rights Respecting Achievements and to maintain our Gold Award and the children's knowledge and practice of their rights.
- To develop and update the school website so it is a true representation of the work and activities that are carried out in the school year.

### **RE Leader**

- With the HT, take responsibility for the leadership of RE and the monitoring of progress throughout the school.
- Oversight of all Catholic Life & Religious Education procedures and outcomes throughout the school as well as planning and monitoring all assessment activities in partnership with other staff.
- With the support of the HT, lead on the Pastoral Care for all staff and children in the school in accordance with the Gospel values and mission of our school.
- Collecting, inputting and analysing results along with other members of staff and ensuring all relevant staff have access to this information.
- Analyse data and use this to enable the SLT to monitor attainment and progress and address any areas where intervention may be needed.

- Meet staff, along with the HT, at regular, agreed intervals, to monitor the progress children are making.
- Ensure Assessment for Learning is fully incorporated into daily classroom practice.
- Regularly review the procedures and format for reporting to parents.

### **Leading and Managing Staff**

- Assist the Headteacher to lead, motivate and support staff in all aspects of their work, including educational and institutional change.
- To deploy staff through timetabling and carry out weekly diary monitoring so that classes are taught by a cover teacher or high quality supply teacher when required.
- Lead certain school initiatives/projects as required.
- Provide appropriate support and guidance to staff, including newly qualified and newly arrived staff and supply teachers.
- Take an active role in the monitoring and management of staff performance, including teacher performance management procedures.
- Guide and monitor the Continuing Professional Development of all staff, including monitoring the standard of any courses undertaken, so that the highest standards of teaching and learning can be achieved and sustained.
- Organise any Student Teacher placements and Work Experience placements. Ensure appropriate mentors are in place, including mentors for NQTs.

### **General Management Responsibilities**

- Share in and contribute to the vision for the school's long-term development and work with the Headteacher towards this.
- Work alongside the Headteacher in the sound financial management of the school and contribute to budget decisions that will support high quality learning and outcomes for pupils and identify priorities for resource allocation.
- Assist the Headteacher with the recruitment of high quality staff.
- Work with senior colleagues to deploy and develop staff effectively.
- Develop and sustain good communication and working relationships with parents/carers, governors and outside agencies who work in partnership with the school.
- Carry out any other tasks which may be requested by the Headteacher.

### **Curriculum Responsibilities**

- Demonstrate in all aspects of planning, organisation and practice a commitment to the development of Christian values in the school.
- Assist the Headteacher in monitoring the delivery of the curriculum.
- Ensure high expectations of Teaching and Learning and support staff and pupils in achieving these.
- To lead regular assemblies, both Key Stage and Whole School.
- Co-ordinate a Core Subject or co-ordinate subjects that require support at times of staff absence and/or change.

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