

Deputy Headteacher Job Description
St Marie's Catholic Primary School, Kirkby

Introduction

St Marie's Catholic Primary School has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Archdiocese of Liverpool. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ. The post therefore requires 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.

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. It is subject to the current conditions of service contained in the School Teachers' Pay and Conditions document and other current education and employment legislation.

The governing body and the Diocese are committed to safeguarding and promoting the welfare of children and young persons and the Headteacher and Deputy Headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the DBS and obtain any other statutorily required clearance.

JOB TITLE: **Deputy Headteacher**
ACCOUNTABLE TO: **Headteacher**
MAIN PURPOSE:

The Deputy Headteacher will:

- Undertake the normal responsibilities of the class teacher
- Be a member of the senior management team
- Assist the headteacher in managing the school
- 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 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.

MAIN TASKS:

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

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

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

2.1 To have specific responsibilities (e.g. for aspects of school management or the curriculum) 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 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

3. Curriculum Development

3.1 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 coordinated, coherent curriculum entitlement for individuals, including these with special educational needs
- ensuring that the Diocesan policy on Religious Education is fulfilled
- ensuring arrangements are in place 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

4. Pupil care

4.1 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

5. The management of staff

- 5.1 To participate in the selection and deployment of teaching and non-teaching staff of the school
- 5.2 To contribute to good management practice by ensuring positive staff participation, effective communication and procedures
- 5.3 To participate in arrangements made in accordance with the regulations for the appraisal of the performance of teachers in school
- 5.4 To contribute to staff development policies appropriate to the Catholic nature of the school in relation to:
- 5.6 To maintain good relationships with individuals, groups and staff unions and associations.

6. The management of resources

- 6.1 To contribute to the formulation of the school's policies and procedure concerning resource management in accordance with the school's Mission Statement.
- 6.2 To allocate, control and account for those financial and material resources of the school which are delegated by the headteacher.
- 6.3 To promote an attractive environment, which stimulates learning, enhances the appearance of the school and expresses its Catholic identity.
- 6.4 To contribute to arrangements for the security and effective supervision of the school buildings, contents and grounds, including aspects of health and safety.
- 6.5 To maintain effective working relationships with external agencies and services contracted to the school and the Authority.

7. Relationships

- 7.1 To advise and assist the governing body as required in the exercising of its functions including attending meetings and making reports.
- 7.2 To assist liaison and co-operation with Diocesan and Authority officers and support services.
- 7.3 To help in maintaining and developing effective communications and with parents, as the prime educators, and to provide positive responses to concerns and problems regarding their children's education.
- 7.4 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.
- 7.5 To assist liaison with other professional bodies, agencies and services.
- 7.6 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.

The applicant will be required to safeguard and promote the welfare of children and young people.

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.

**Person Specification/Selection Criteria for Deputy Headteacher,
St Marie's Catholic Primary School, Kirkby**

<p>INITIAL DRAFT AS AT 7 JAN 16</p>
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Person Specification/Selection Criteria for a Deputy Headteacher in a Catholic School

NB: This is a master outline for a person specification which should be personalised to the school. It is not expected that all the suggestions are included, only those relevant to the post and wording/vocabulary can also be altered to suit the school's needs. Italic text indicates guidance notes that should be deleted.

<p><i>The school's Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teaching of the Roman Catholic Church and the Trust Deed of the Archdiocese of Liverpool. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ. The post therefore requires 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 aspects.</i></p>

The applicant will be required to safeguard and promote the welfare of children and young people and be faithful to the Trust Deed.

Note: Candidates failing to meet any of the essential criteria will automatically be excluded

[A] Faith Commitment

	Essential	Desirable	Source
Practising Catholic	✓		A/R

[B] Qualifications

	Essential	Desirable	Source
Qualified teacher status	✓		A
Degree (or equivalent qualification, e.g. Teaching Certificate)	✓		A
CCRS/CTC or commitment to obtaining the certificate	✓		A

[C] Professional Development

	Essential	Desirable	Source
Evidence of appropriate professional development for the role of Deputy Headteacher	✓		A/I
Evidence of recent leadership and management professional development	✓		A
Has successfully undertaken appropriate Child Protection training/Designated Senior Person training	✓		A

[D] School leadership and management experience

	Essential	Desirable	Source
Substantial and current experience as a senior leader in a primary school	✓		A/I/R

**Person Specification/Selection Criteria for Deputy Headteacher,
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Active and effective leadership of a team/key stage/curriculum area/department	✓		A/I
Ability to demonstrate successful/effective leadership in a school in a similar community/facing similar challenges	✓		A/I
To have taken an active involvement in school self-evaluation and development planning	✓		A/I
To have implemented and developed a whole school initiative	✓		A/I
Knowledge and understanding of strategic financial planning and budgetary management in relation to their contribution to school improvement and pupil achievement		✓	A/I
To have had responsibility for policy development and implementation	✓		A/I
To have had experience of and ability to contribute to staff development across the primary range	✓		A/I

[E] Experience and knowledge of teaching

	Essential	Desirable	Source
Experience of teaching in more than one school		✓	A
Experience of teaching in a Catholic school	✓		A
Experience of teaching in a school in similar circumstances/serving a similar community	✓		A/I
To have taught in at least 2 Key Stages/taught in both KS2 and EYFS/KS1/taught across KS2/taught KS1 or KS2 or EYFS	✓		A/I
Significant teaching experience within the primary phase	✓		A/I
To have a current knowledge and understanding of all 3 Key Stages in the primary phase	✓		A/I
To be able to effectively use data, assessment and target setting to raise standards/address weaknesses	✓		I
To be able to exemplify how the needs of all pupils have been met through high quality teaching	✓		A/I

[F] Professional Attributes

	Essential	Desirable	Source
To be able to demonstrate an understanding of the needs of pupils at this school and how these could be met	✓		A/I
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	✓		A/I
Excellent written and verbal communication skills (which will be assessed at all stages of the process)	✓		A/I
To be a leader of learning, demonstrating, promoting and encouraging outstanding classroom practice	✓		A/I

[G] Personal Qualities

**Person Specification/Selection Criteria for Deputy Headteacher,
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	Essential	Desirable	Source
Continue to promote our strong educational philosophy and values	✓		A/I
Inspire, challenge, motivate and empower teams and individuals to achieve high goals	✓		A/I
Be approachable, person-centered	✓		I
Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people	✓		A/I
Build and maintain quality relationships through interpersonal skills and effective communication	✓		A/I/R
Demonstrate personal and professional integrity including modeling values and vision	✓		A/I
Inspire trust and confidence across the school and community	✓		A/I
Manage and resolve conflict	✓		A/I
Prioritise, plan and organise themselves and others	✓		A/I
Think analytically and creatively and demonstrate initiative in solving problems	✓		A/I
Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon, as appropriate, feedback from others	✓		A/I
Demonstrate impact and presence	✓		A/I

[H] Confidential References and Reports

A positive and supportive faith reference from a priest where the applicant regularly worships	✓		R
Positive recommendation from all referees, including current employer	✓		R

[I] Application Form and Supporting Statement

The form must be fully completed and legible.

The supporting statement, which forms part of the CES form, should be clear, concise and related to the specific post.