



Job Description

Job Title: Deputy Headteacher

Salary Scale: L18-L23 with possibility for extended scale for an experienced Deputy seeking a different context

Start: September 2019 (earlier if possible)

Reporting to: The Headteacher

Specific responsibilities of the post will be agreed on appointment reflecting the experience, skills and interests of the successful candidate and the needs of the school.

Core Purpose

The core purpose of the post is to work collaboratively with the Headteacher and other Deputy to realise our vision to be an outstanding Catholic community, taking a key role in school improvement and leading and managing all aspects of College life. The Deputy will deputise, taking full responsibility for the College, as required. The Deputy Headteacher will work to create a reflective culture of continuous improvement and high aspiration and will support all members of the College, staff and students, to realise their potential. The specific responsibilities of each Deputy Head will be agreed annually and may be subject to change, to afford each member of the Senior Leadership Team the opportunity to gain experience in different aspects of school leadership.

Leadership and Management Responsibilities

- To support and assist the Headteacher in all aspects of the role.
- To formulate the aims and objectives of the College and devise and implement the School Improvement Plan.
- To establish and review policies and systems through which the aims and objectives of the School Improvement Plan may be achieved.
- To manage staff and resources.
- To facilitate staff training on a range of initiatives relevant to specific responsibilities.
- To assist in recruitment and retention of staff, fostering good relationships and encouraging good working practices.
- To be a visible presence in the school, to have high expectations and lead by example.
- To ensure that our safeguarding arrangements are robust.
- Be a public advocate for the school, representing its interests loyally and with discretion.
- To attend and contribute to meetings relating to the curricular, administrative, organisational, pastoral and managerial aspects of the school.
- To attend Governing Body meetings as needed to advise, report, and support committees.

Ethos, vision and culture

- To be totally committed to Catholic education
- To have a holistic approach to learning which is broader than examination results and to support the College's mission in developing 'Men and women for others', nurturing the spiritual formation of our young people.
- To work with staff and Governors to develop the distinctive Jesuit ethos, vision and aims of the school.
- To maintain a secure, caring, welcoming, happy, stimulating and challenging learning environment.
- Lead, support and develop school strategies to ensure excellent achievement of all students regardless of their starting points or background.
- Lead, support and develop school strategies to maintain outstanding standards of student behaviour and attendance, and warm and supportive relationships, in keeping with our Christian values, especially in support of vulnerable students.

Operations

- To facilitate the effective day to day running of the school ensuring that systems and procedures support this.
- Contribute to the review, creation and implementation of clear, simple policies and procedures to ensure the smooth running of the school.
- To be an integral and effective part of the whole school duty system.
- To uphold the College's Behaviour policy and ethos.
- To ensure effective communication with all stakeholders and in relation to all aspects of the school.
- To participate in the monitoring and evaluation of behaviour and safety and student wellbeing, together with effective school performance.

School improvement

- To strive for the highest possible standards of student behaviour, learning and achievement for all students.
- To provide clear strategic direction for the school to secure the highest quality educational provision.
- To ensure that appropriate educational initiatives are implemented effectively to secure continuous improvement.
- Lead, with the Head Teacher, Governors and Senior Team, the development and implementation of the College's strategic School Improvement Plan and departmental plans and policies.
- To ensure the plans are realised and reviewed.
- To review the work and organisation of the school and monitor and evaluate effectiveness, challenging leadership at all levels.
- To ensure that the College benefits from a rigorous self-evaluation framework that directly leads to raising standards.
- To prepare and lead the school towards achieving and then maintaining an *Outstanding* Ofsted grading.
- To keep abreast of changes to accountability measures and developments in education.

Curriculum

- Support the further development of a flexible, challenging curriculum to meet the aspirations and interests of students and the needs of an ever changing world.
- Keep abreast of curriculum changes and developments.

Teaching and Learning

- To be a skilled and successful teacher who can model good practice for others.
- Develop outstanding teaching and learning and assessment as our key priority.
- To play a lead role in the development of other teachers, leading teams and achieving measurable impact.
- To monitor teaching and learning and assessment throughout the school.

Raising achievement

- Promote a culture of accountability and giving of our best to staff and students.
- To confidently evaluate performance data and identify priorities for continuous improvement.
- Lead in the monitoring of student progress, using performance data to motivate staff and students to improve and to inform parents of progress.
- To ensure that guidance and support is provided to all students.
- To implement a range of strategies to raise achievement.

Leading and managing others

- To promote team work, supporting, developing, challenging and motivating others to ensure effective working relationships and high performance.
- To line manage a number of Assistant Headteachers.
- To line manage a number of subject areas and/or year groups.
- To undertake performance management of a number of staff.
- Contribute to the selection and appointment of new staff.

Communication

- To promote effective and fruitful relationships with outside agencies and the community.
- To communicate information specific to the role to all stakeholders.
- To foster good relationships with local schools and support transition,
- To keep relevant documentation and information up to date on the website and staff area.
- To ensure that all colleagues are familiar with the school's aims and objectives.
- To ensure effective communication / consultation as appropriate with the parents / carers of students.
- To liaise with other schools, educational establishments, commerce and industry, Examination Boards and any relevant external agencies.
- To represent the views and interests of the College.
- To lead the development of effective links with other educational institutions and the community.
- To represent the College at events, conferences and meetings.
- To promote the College at Open Days / Evenings.

All SLT members will be expected to comply with any reasonable requests from the Headteacher or Governors to undertake work that is not specified within this job description.

In summary, as the Deputy Headteacher, you are required

- To be totally committed to Catholic education
- To deputise for the Headteacher as required
- To take a lead role in strategic planning and driving whole school change
- To assist the Headteacher in the professional development of staff
- To assist the Headteacher in personnel issues
- To assist the Headteacher in securing the school's commitment to safeguarding and promoting the welfare of students

Further Information

All staff members are required to contribute to and support the overall aims and ethos of the school. All staff members are required to participate in training and other learning activities as well as professional development as required by the school's policies and practices.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to amendment from time to time after consultation with the post holder, without changing the level of responsibility of the post.