

## **DEPUTY HEADTEACHER JOB DESCRIPTION CATHOLIC PRIMARY AND SECONDARY SCHOOLS**

*This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. The governors will appoint a practising Catholic who can show by example and from experience that he or she will work with the headteacher to ensure that the school is Catholic in all its aspects. The appointment is subject to the current conditions of service for deputy headteachers contained in the School Teacher's Pay and Conditions document and other current education and employment legislation.*

### **KEY AREA OF RESPONSIBILITY**

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

**The strategic direction and development of a Catholic school stems from the educational mission of the Church which is reflected in the school's Mission Statement and school Development/ Improvement Plan.**

**The deputy headteacher works with the headteacher to develop a vision and strategic view for the school in its service for the community. He or she analyses and plans for future needs and further development within diocesan, local and national contexts.**

### **MAIN TASKS**

Work with the headteacher in:

- 1.1 Fulfilling the Mission Statement.
- 1.2 Formulating the educational aims, objectives and targets of the school and policies for their implementation.
- 1.3 Ensuring and agreeing the production of the School Improvement Plan.
- 1.4 Monitoring and evaluating the performance of the school and its achievements as a Catholic school, responding and reporting to the headteacher as required.
- 1.5 Motivating staff and pupils through interest, encouragement and recognition of their unique value.
- 1.6 Implementing the governing body's policies on equal opportunities.
- 1.7 Participating to such an extent as may be appropriate; having regard to the deputy headteacher's other duties in teaching pupils at the school.
- 1.8 Assisting in the task of ensuring that management, finances, organisation and administration of the school support its vision and

aims and are appropriate to the schools present and likely future resources.

- 1.9 Assuming responsibility for the discharge of the headteacher's functions at any time when he/she is absent from school.

## **KEY AREA OF RESPONSIBILITY**

### **2. Teaching and learning**

**In a Catholic school the search for excellence is expressed in teaching and learning which responds to the needs and aspirations of its pupils and acknowledges their individual worth as children of God.**

**The deputy headteacher works with the headteacher to secure and sustain effective teaching and learning throughout the school. He or she assists the headteacher in monitoring and evaluating the quality of teaching and standards of attainment, using relevant benchmarks and setting targets for improvement.**

#### **MAIN TASKS**

- 2.1 Work with the headteacher in determining, organising and implementing in collaboration with other appropriate persons or bodies, a curriculum which:
  - a) Follows the curriculum policy of the governing body and meets statutory requirements.
  - b) Is relevant to the needs, experience, interests, aptitudes and stages of development of all pupils, including those with special educational needs.
  - c) Ensures the Diocesan policy on Religious Education is fulfilled.
  - d) Fulfils the statutory duties in relation to the Curriculum including the National Curriculum.
  - e) Includes arrangements for the daily act of collective worship and the spiritual life of the school.
  
- 2.2 Work with the headteacher in developing means whereby:
  - a) School policies on curriculum, assessment, recording and reporting inform effective teaching and learning.
  - b) The arrangements for teaching and learning from a co-ordinated, coherent curriculum entitlement for all pupils.
  - c) 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 fulfilling their responsibilities for the school.
  - d) There is continuity of learning and of progression for all pupils.
  - e) Challenging targets are set for pupil attainment leading to whole school improvement.

- 2.3 Work with the headteacher in providing a curriculum for spiritual, moral, social and cultural development of all pupils.
- 2.4 Work with the headteacher in ensuring appropriate pastoral care and guidance for all in accordance with the Mission Statement.
- 2.5 Work with the headteacher in determining appropriate pupil groupings which reflect the values of the Mission Statement.
- 2.6 Work with the headteacher to determine and publicise the means for promoting:
  - a) Pupil's self discipline.
  - b) Respect for self, others and authority.
  - c) Good behaviour on and off school premises in accordance with any written directions of the headteacher.
- 2.7 Work with the headteacher in promoting a school ethos which extends opportunities for learning and encourages extra-curricular activities.

#### **KEY AREA OF RESPONSIBILITY**

### **3. Leading and managing staff**

**In a Catholic school the deputy headteacher shares with the headteacher responsibility for the leadership of a learning community rooted in faith. This leadership should take Christ as its inspiration and the deputy headteacher's management of staff should demonstrate an awareness of their unique contribution as individuals, valued and loved by God.**

**The deputy headteacher's leadership should motivate, support, challenge and develop staff.**

#### **MAIN TASKS**

To work with the headteacher:

- 3.1 In reviewing and assessing the staffing structure of the school.
- 3.2 In the key task of selecting and appointing all staff in accordance with their delegated responsibilities.
- 3.3 In deploying and managing all staff appointed to the school.
- 3.4 By promoting and developing good management practice, positive staff participation, effective communication and clear procedures.
- 3.5 By supervising and participating in arrangements made in accordance with the Regulations for the appraisal of the performance of teachers in the school and in the identification of areas in which he/she would benefit from further training to include undergoing such training.

- 3.6 In the implementation of staff development policies appropriate to the Catholic nature of the school with regard to:
- a) The induction of new and newly qualified teachers and other staff.
  - b) The development of professional knowledge, skills and abilities including those necessary for career development.
  - c) The provision of professional advice, support and training.
  - d) The provision of references where relevant to career progression.
- 3.7 By maintaining positive and professional relationships with individuals and groups including staff unions and associations.
- 3.8 By demonstrating effective leadership through good professional practice.
- 3.9 By participating in the setting and/or monitoring of targets relating to their own performance and that of other staff.

#### **KEY AREA OF RESPONSIBILITY**

#### **4. Efficient and effective deployment of staff and resources**

**In the Catholic school, all deployment of staff, finance, material resources, time and energy should promote the common good of the community in accordance with the school's Mission Statement.**

**The deputy headteacher works with the headteacher to deploy staff and other resources efficiently and effectively to meet specific objectives in line with the school's Mission Statement and with the strategic plans determined by the governing body.**

#### **MAIN TASKS**

- 4.1 Work with the headteacher to implement the policies and procedures of the governing body concerning the resource and premises management of the school in accordance with the Mission Statement, other guidance and any legal requirement.
- 4.2 Work with the headteacher to allocate, control and account for those financial and material resources of the school.
- 4.3 Work with the headteacher to ensure the security, maintenance and cleanliness of the school and its surroundings in accordance with any Local Authority regulations and governing body responsibilities under Health and Safety and other relevant legislation and as directed by the headteacher.
- 4.4 Work with the headteacher in seeking to provide an attractive environment which stimulates learning and enhances the appearance of the school and expresses the Catholic identity of the school.
- 4.5 Work with the headteacher to ensure that the external agencies and services contracted to the school operate efficiently and effectively.

## KEY AREA OF RESPONSIBILITY

### 5. Accountability

**In a Catholic school, the deputy headteacher fulfils his or her responsibilities as specified by the headteacher and in accordance with the school's Mission Statement.**

#### MAIN TASKS

5.1 In relation to the governing body:

- a) To advise and assist in the exercising of its functions when requested.
- b) To attend meetings of and report to the governing body as required.

5.2 In relation to parish(es) and the community

Work with the headteacher by:

- a) Developing and maintaining positive relationships with the parish communities.
- b) Ensuring that the school recognises and meets its responsibilities in the life of the local community.
- c) Developing links with local employers for the benefit of the pupils and the school.
- d) Promoting a positive image of the school in accordance with the Mission Statement.

5.3 In relation to the Diocese

- a) To recognise the authority of the Bishop in relation to the provision of education in the Diocese.
- b) To work where required with Diocesan Authorities.

5.4 In relation to parents and those with parental responsibility

Work with the headteacher in:

- a) Building an effective partnership between the school and parents recognising them as the first educators of their children.
- b) Promoting understanding of the mission, aims and ethos of the school through provision of regular information to parents about:
  - The school curriculum.
  - The progress of their children.
  - Other matters relating to teaching methods and organisation.
  - Opportunities for dialogue between parents and staff and for their involvement in the wider life of the school.

5.5 In relation to the Local Authority and as directed by the headteacher, to liaise and work in partnership with officers and support services; this to include monitoring and evaluation of the school.

5.6 In relation to other schools, colleges and educational bodies.

Work with the headteacher by:

- a) Promoting a continuity of learning, progression of achievement and curriculum development.
- b) Arranging for effective transfer and induction of pupils.
- c) Maintaining effective liaison.
- d) Maintaining effective relationships with other schools and especially with other Catholic schools in matters of common concern.
- e) By providing training and work experience placements for school and college students as appropriate and in accordance with school policy.

## **6. Subject specific responsibilities**

To take specific and direct responsibility for the following aspects of teaching and management *[to be inserted]*.

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***Governors should ensure that in drawing up the job description, this element addresses the specific needs of the school and considers the specific strengths of the successful candidate.***