

Job Description

Title	Executive Deputy Headteacher
Salary Range	L9-L14 (Fringe)
Core Purpose	<p>The Executive Deputy Headteacher will support the Executive Headteacher in providing strategic leadership and operational management across St Thomas More and St Albert the Great Catholic Primary Schools (hereafter referred to as the Academies). This role will deputise for the Executive Headteacher in their absence and have specific responsibility for Catholic Religious Education, Catholic Life and Mission, and the Continuing Professional Development (CPD) of staff.</p> <p>The Executive Deputy Headteacher will work collaboratively with the Executive Headteacher, the Senior Leadership Team (SLT), and the Local Governing Body (LGB) to preserve and develop the Catholic character of the Academies while ensuring the highest educational standards are maintained.</p> <p>There is a genuine occupational requirement that this should be filled by a practising Catholic who demonstrates a commitment to upholding and embedding Catholic values throughout all aspects of school life.</p>
Accountable to	Executive Headteacher.
Line management responsibility	Senior Leadership Team, Teaching Team, Support Staff Team.

Preservation and Development of the Catholic Character of the Academies

- Ensure that the Catholic ethos of the Academies is embedded in all aspects of school life, including curriculum, worship, policies, and relationships.
- Lead and oversee the development of Catholic Religious Education across the Academies, ensuring high-quality provision aligned with Diocesan expectations.
- Support and promote the Catholic Life and Mission of the schools, fostering a strong sense of faith and community among pupils, staff, and families.
- Develop partnerships with the Diocese, parish communities, and external Catholic education providers to enhance religious education and spiritual development.
- Organise and lead whole school worship, liturgical events, and faith-based celebrations.

Inspirational Leadership

- Deputise for the Executive Headteacher in their absence, ensuring continuity of leadership and operational efficiency across both Academies.

- Act as a role model of Catholic leadership, inspiring staff and pupils to uphold Gospel values in all aspects of their work and interactions.
- Lead on staff professional development in Catholic Education, ensuring all staff understand and contribute to the Catholic mission of the schools.
- Contribute to the strategic development of both Academies, working closely with the Executive Headteacher to drive improvement and innovation.
- Support the development of a positive school culture based on high expectations, teamwork, and continuous improvement.

Responsibility for Catholic Religious Education, Catholic Life, and Mission

- Ensure the highest standards of teaching and learning in Catholic Religious Education, providing guidance, monitoring progress, and supporting staff development.
- Monitor and evaluate the effectiveness of Religious Education curriculum delivery, ensuring compliance with Diocesan and national requirements.

- Develop opportunities for pupils to engage in faith formation, including prayer, retreats, and charitable works.
- Lead the promotion of Catholic social teaching across the schools, encouraging pupils to live out Gospel values in their daily lives.
- Foster strong links with local parishes, clergy, and external faith-based organisations to support the spiritual development of the school community.

Responsibility for Continuing Professional Development (CPD)

- Develop and implement a CPD strategy that supports the professional growth of all staff, aligned with school improvement priorities and Catholic education principles.
- Identify training needs and opportunities for staff at all levels, ensuring a culture of lifelong learning and professional excellence.
- Lead CPD sessions related to Catholic education, leadership development, and teaching and learning.
- Mentor and support aspiring leaders within the Academies, creating a pipeline of talent for future leadership roles.
- Evaluate the impact of CPD initiatives on staff performance and pupil outcomes, making recommendations for further development.

Delivering and Modelling Excellence in Teaching and Learning

- Support the Executive Headteacher in ensuring high-quality teaching and learning across all subjects, with a particular focus on Catholic Religious Education.
- Lead on strategies to close achievement gaps and ensure all pupils reach their full potential.
- Encourage innovation in curriculum design and teaching methodologies to enhance learning experiences.
- Monitor, review, and evaluate curriculum effectiveness, ensuring alignment with national and Diocesan requirements.

Operational Leadership and Management

Confidentiality and Safeguarding

- Treat all information acquired through employment in confidence.
- Promote and ensure the safeguarding of all pupils in line with school and statutory requirements. Act as a Designated Safeguarding Lead (if required) and ensure the highest standards of child protection.

Equalities Statement

The All Saints Catholic Academy Trust (ASCAT) is committed to achieving equality of opportunity in its schools and in the employment of people. The postholder will ensure that the Trust meets its statutory obligations in relation to all aspects of equalities legislation.

- Support the Executive Headteacher in the effective day-to-day management of both Academies.
- Ensure that policies related to Catholic education, safeguarding, behaviour, and pastoral care are implemented effectively.
- Support staff recruitment and retention, ensuring that all staff appointments align with the Catholic mission of the Academies.
- Promote the well-being and professional development of all staff, fostering a culture of mutual respect and collaboration.
- Contribute to the financial sustainability of the Academies by identifying opportunities for efficiency and securing external funding where appropriate.

Accountability and Governance

- Work in partnership with the Trust Board, Local Governing Body (LGB), and Diocese to fulfil governance responsibilities effectively.
- Provide reports and updates on Catholic Religious Education, Catholic Life, and CPD to the Executive Headteacher, LGB, and Trust Board.
- Ensure compliance with statutory and Diocesan regulations, including the Catholic Schools' Inspection framework.
- Use data effectively to monitor progress and inform strategic decision-making.

Working with the Wider Community

- Develop strong relationships with parents, carers, and the wider community to enhance the Catholic mission of the Academies.
- Promote the Academies' Catholic identity and reputation through effective engagement with external partners.
- Support outreach activities that encourage pupil involvement in social action and community service.

Ethos and Commitment to Catholic Values

- Ensure all policies, practices, and relationships within the Academies reflect Catholic values and teachings.
- Uphold and model the Gospel values of faith, love, respect, and service in all aspects of leadership and decision-making.
- Commit to personal professional development, deepening understanding of Catholic education and school leadership

This job description is subject to periodic review and may be amended following consultation with the postholder to reflect changing priorities.

Person Specification

Executive Deputy Headteacher	Essential	Desirable
Qualifications		
Qualified teacher status	✓	
Relevant senior leadership experience within a primary school setting	✓	
Catholic Teachers' Certificate (or equivalent) or willingness to work towards it	✓	
Evidence of further professional development relevant to leadership in Catholic education	✓	
NPQH, NPQEL, MBA, or other qualifications in Catholic school leadership/executive leadership		✓
Faith Commitment		
A baptised practising Catholic who can show by example and experience that they will ensure the schools are distinctively Catholic in all aspects	✓	
A clear understanding and experience of leading school worship and developing Catholic Life and Mission	✓	
Experience of working within a Catholic multi-academy trust or diocesan structure		✓
Experience		
Evidence of being an outstanding primary classroom practitioner	✓	
Successful experience of senior leadership within a primary school	✓	
Experience of leading Religious Education within a Catholic school	✓	
Experience in designing and delivering effective CPD programmes for staff	✓	
Proven ability to develop and implement whole-school strategies for Catholic Life and Mission	✓	
Experience in managing change successfully and empowering others to deliver a shared vision	✓	
Experience in working with and supporting a Local Governing Body (LGB)		✓
Operational Management and Leadership		
Proven ability to implement, monitor, and evaluate school improvement strategies based on rigorous self-evaluation	✓	

Executive Deputy Headteacher	Essential	Desirable
Able to develop and sustain a high-performance culture through clear strategic leadership	✓	
Ability to lead and manage multiple teams effectively, including SLT and teaching staff	✓	
Experience in supporting and mentoring staff to improve professional practice	✓	
Ability to work collaboratively with the Trust, Diocese, parents, and the wider community	✓	
Ability to interpret and utilise performance data to inform decision-making	✓	
Safeguarding		
Demonstrates a commitment to safeguarding and promoting the welfare of children	✓	
Deep and accurate knowledge of safeguarding policies and procedures	✓	
Experience of acting as Designated Safeguarding Lead (DSL) or Deputy DSL		✓
Ability to uphold public trust and confidence while maintaining professional boundaries	✓	
Ethos, Values and Religious Character		
Articulates and shares a clear vision for a Catholic school where all in the community flourish	✓	
Passionate belief that all children and young people can succeed	✓	
Secure understanding of the distinctive nature of a Catholic school	✓	
Demonstrates the ability to uphold British values and model respect and tolerance	✓	
Commitment to developing the whole child, including their spiritual, moral, social, and academic growth	✓	
Personal Attributes		
Resilient, hardworking, self-motivated, and action-oriented	✓	
Ability to inspire and model outstanding leadership behaviours	✓	
Strong strategic vision with the ability to set and deliver clear priorities	✓	
Confident decision-maker, able to balance considered risks and clear direction	✓	
Effective delegation and ability to hold others accountable for high performance	✓	
Commitment to professional development and reflective practice	✓	