



ST. JOHN'S Catholic Primary School

Job Description – Deputy Headteacher

Reports to : Executive Headteacher

Pay range – L5-L9 (Fringe)

Working pattern – 1.0 FTE

Catholic Purpose and Identity of the School

- The Deputy Headteacher must understand the nature and purpose of Catholic education and know that their first responsibility is to support the headteacher to establish and sustain the Catholic identity of the school and safeguard the teaching of the Church. They must ensure that this Catholic identity is reflected in every aspect of the life of the school, in particular in the curriculum, the day to day organisation of the school, staff development, staff and pupil relationships and the partnership between school, home, parish, local community and other schools, the Trust, the Local Authority and other agencies. This duty provides the context for the proper discharge of all other duties and responsibilities

Leadership in Catholic Education

- The Deputy Headteacher shares responsibility for the leadership of a Catholic education community and this vital role requires insight and vision of the development of a Catholic primary school. Each Catholic Deputy Headteacher has responsibility to develop their understanding of this leadership role through proactive engagement and perusal of their continuing professional development.
- The Deputy Headteacher must support the Executive Headteacher to establish a culture that promotes excellence, equality and high expectations of all pupils in line with the Catholic ethos of the school.

Key Areas of Activity

Strategic direction and development of the school

- To help to formulate the aims and objectives of the school and policies for their implementation
- To lead the school in clearly articulating its faith values, mission and ethos
- To lead the school in the policies and practices of continuous school improvement and staff development and to constantly seek strategies which will bring about that improvement
- To keep up to date with current issues in teaching and learning and in school improvement and to share this with staff
- To work in partnership with the Executive Headteacher, Governors and the Trust in the cycle of planning, implementation, review and evaluation of the School Improvement Plan

- To monitor and evaluate the impact of the school's policies, practices, targets and priorities, identifying developments needed and working with the Executive Headteacher to achieve them

Teaching and Learning

- To provide an outstanding role model as a class teacher in a Catholic school
- To play a major role in the development of high quality teaching and learning throughout the school
- To assist the Headteacher in the delivery of the school's Religious Education programme
- To seek ways of sharing good practice and ensuring dialogue about teaching and learning amongst school staff
- To ensure curricular policy development which is focused on continuous improvement
- To be a curriculum subject leader as required

Leadership and Management

- To share in the leadership of the school in the Leadership Team and to bring out the potential for leadership in others
- To challenge and support all others in developing professionally, both formally and informally
- To work with the Executive Headteacher in the appointment of, and the performance management of staff
- To ensure own continuing professional development
- To deal promptly and effectively with any poor performance of staff, teams or pupils
- Responsibility for promoting and safeguarding the welfare of children and young people they are responsible for, or come into contact with
- To undertake, in the absence of the Executive Headteacher, the professional duties of a Headteacher
- To work with the Executive Head on the organisation and day to day running of the school and the school's performance to a range of audiences, enabling them to play their part effectively
- To be able to stimulate children and colleagues by a positive, active and supportive attitude
- To be responsible for the school's budget and financial management in the absence of the Executive Headteacher
- To be responsible for income and expenditure of the budget(s) as allocated
- To adhere to the School and Trust's Financial Policies and Procedures

Pastoral Care

- To promote self-discipline, high standards of behaviour and positive attitudes on the part of all children and to implement policies and procedures to foster them
- Be aware of the requirements and implications of Keeping Children Safe in Education
- Ensure that a high standard of care for all children is maintained
- Alongside the Executive Headteacher to be accountable for the use of pupil premium funding to support those who are disadvantaged.

Communication and Community Links

- To fully support the life and work of the school
- To develop and maintain positive and effective relationships with parents, the local parishes, community and Governors

- To develop and maintain links with the Trust, Diocese, Local Authority and Advisory and Support Services
- To provide information and objective advice and support to the Governing Body to enable it to meet its responsibilities
- To ensure that parents and pupils are well-informed about the curriculum, attainment and progress and are able to understand and contribute to targets for improvement

This job description will be reviewed at least annually as part of the Performance Management cycle.

The post-holder will be expected to operate under the current School Teachers Pay and Conditions of Service Document.

The Deputy Headteacher will have access to a range of professional development activities, including Deputy Headteacher conferences, support groups and appropriate training courses.

This post may be required to provide additional teaching support (cover, interventions) as directed by the Executive Headteacher.

All Saints Catholic Academy Trust and St John's Catholic Primary School are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check, as well as any other safeguarding requirements in place at the time of appointment.

Last reviewed: September 2024