



# St Patrick's Catholic Primary School

## Job Description: Deputy Headteacher



<b>Job Title</b>	Deputy Headteacher
<b>Salary Scale</b>	Leadership Scale L5 – 9 £52074 – 57483
<b>Duties</b>	The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Head teacher, with the post holder's agreement, to reflect or anticipate changes in the job, which are commensurate with the salary and job title.
<b>Responsible to</b>	Headteacher
<b>Responsible for</b>	Quality of teaching and learning; Personal development of the children; leading a core subject and line manage Midday supervisory assistants & wrap-around care staff;
<b>Main role</b>	<p>The Deputy Headteacher assists the Headteacher and all stakeholders to create a shared, strategic vision which inspires and motivates pupils, staff and all other members of the school community and leads to raised standards of achievement.</p> <ul style="list-style-type: none"> <li>• Deputise for the Headteacher in their absence, undertaking professional duties for all aspects of administration, management and discipline of the school.</li> </ul> <p><b>Distinctive nature of the school</b></p> <ul style="list-style-type: none"> <li>• Assist the Headteacher in promoting the Catholic ethos, aims and values of the school.</li> <li>• Enable children, parents, visitors, governors and the wider community to experience the Catholic ethos of the school.</li> <li>• Committed to maintaining links with families, parish, diocese and the wider community.</li> </ul> <p><b>Shaping the future</b></p> <ul style="list-style-type: none"> <li>• Make a significant contribution to the strategic development and direction of the school.</li> <li>• Lead by example and express the school's vision, aims and priorities to all stakeholders, establishing effective relationships with colleagues, parents and other schools.</li> <li>• Lead and manage within the context and beliefs of Catholic values.</li> <li>• Support the ethos and policies of the school which secure effective teaching, successful learning and promote high levels of achievement and self-esteem for all children irrespective of background, ethnicity, gender or disability.</li> <li>• Help lead and manage the creation and implementation of the School Improvement Plan which identifies priorities and targets <ul style="list-style-type: none"> <li>• Ensuring pupils achieve high standards and make at least good progress</li> <li>• Increasing teachers' effectiveness</li> <li>• Securing school improvement</li> <li>• Taking responsibility for appropriately delegated aspects.</li> </ul> </li> <li>• Monitor and evaluate assessment and other data from a variety of sources to <ul style="list-style-type: none"> <li>• Identify strengths and areas for development,</li> <li>• Support teachers to identify strategies to improve standards.</li> </ul> </li> </ul>

### **Leading teaching and learning**

- Support and contribute to the school's system for the review and evaluation of teaching and learning and make a significant contribution to school improvement.
- Support staff in their professional development to ensure continuity and cohesion in a one form entry school.
- Lead and manage a significant area of the curriculum and/or aspect of the school's strategic plans and priorities as agreed with the Headteacher.
- To establish creative responsive and effective approaches to teaching and learning in line with the school's Mission Statement.
- To ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Work as part of the SLT to determine, organise and implement the curriculum and its assessment.
- To monitor, evaluate and review classroom practice and promote improvement strategies.
- To challenge underperformance at all levels and ensure effective corrective action and follow-up

### **Developing self and working with others**

- Treat people fairly, equitably, with dignity and respect to create and maintain a positive school culture in line with the school's Mission Statement.
- To build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities enabling pupils to become effective, enthusiastic, independent learners, committed to life-long learning.
- Support staff in developing their teaching and learning through coaching and mentoring.
- Develop effective lines of communication with the whole staff team.
- Lead INSET and staff meetings, through the provision of high quality professional development.
- Regularly review own practice, set personal targets and take responsibility for own personal development.
- Safeguard yourself and staff and to encourage colleagues to retain a healthy balance in their professional and personal lives.
- Work with the Headteacher to provide information, objective advice and support to the governing body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement.

### **Managing the organisation**

To assist the Headteacher in the day to day running of the school:

- Create an organisational structure which reflects the school's Catholic Christian values, and enables the management systems, structures and processes to work effectively in line with legal requirements.
- To be a member of the School Leadership Team.
- Assist in the management and organisation of the school environment to ensure that it meets the needs of the curriculum and health and safety regulations.
- Organise and plan the day to day rotas in order to assist in the smooth running of the school.
- To recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school in a realistic way.
- Lead the mid-day supervisory team and breakfast and afterschool team, developing their skills in managing children and providing high quality play experiences.
- Assist the Headteacher and governors in setting resource priorities.

	<ul style="list-style-type: none"> <li>• To act as keyholder and share responsibility for securing the building in the event of an emergency.</li> </ul> <p><b>Securing accountability</b></p> <ul style="list-style-type: none"> <li>• Appraise teaching and non-teaching staff in line with the Performance Management Policy.</li> <li>• Maintain effective communication with governors, ensuring they are well informed about plans, policies and priorities.</li> <li>• To ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.</li> <li>• To reflect on personal contribution to school achievements and to take account of feedback from others.</li> </ul> <p><b>Strengthening Community</b></p> <ul style="list-style-type: none"> <li>• To build a school culture and curriculum which takes account of the richness and diversity of the school's communities rooted in the Catholic Christian faith.</li> <li>• Create and maintain an effective partnership with parents and outside agencies to support and improve pupils' achievement and personal development.</li> <li>• To seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community,</li> <li>• To ensure learning experiences for pupils are linked into and integrated with the wider community.</li> <li>• Help the Headteacher to build a school culture and curriculum which takes account of the richness and diversity of the school's community.</li> </ul>
<b>Dedicated Leadership Time</b>	2 days per week (including your own PPA) to carry out leadership role