



Job Description

Post Title: Deputy Headteacher

Purpose of the Job:

- To carry out the professional duties of a deputy headteacher as laid out in School teachers' Pay and conditions Documents.
- To be a leading member of the senior management team in identifying and determining the school's aims and objectives practice and development.
- To assist with the promotion of effective learning throughout the school and to be an outstanding role model.
- To assist the headteacher in monitoring the work of the school.
- To deputise for the headteacher in the event of his/her absence.
- To work in partnership with the headteacher, staff, parents, governors and the community.
- To contribute to and offer a positive ethos which promotes children's spiritual, moral, social and cultural development and behaviour in accordance with school and council policies.
- To take a leading role in promoting achievement by target setting achievement, record keeping, planning and delivery of tests including baseline, SATS and QCA Tests.

Main activities and Responsibilities:

- To fulfil the professional duties of a deputy headteacher as defined in the current school Teachers' Pay and Conditions document.
- To continue to review and maintain the school's aims and objectives, practice and development.
- To be committed to the school's Equal Opportunities Policy and to help implement it throughout the school
- To lead and motivate colleagues as an exemplary role model in the classroom
- To support the headteacher in the analysis and evaluation of pupil's achievement.
- To work with the headteacher in monitoring the quality of teaching and learning and pupil achievement, including a leading role in performance management.
- To maintain and implement appropriate methods of record-keeping and assessment and work in liaison with other co-ordinators to develop cohesive planning, assessment and record keeping system throughout the school.
- To have responsibility with the headteacher and co-ordinators to develop the curriculum across the whole school ensuring that all pupils receive a curriculum which is:

Broad and balanced and meets Statutory and School requirements



Suitably differentiated to meet the needs of individual pupils so that they can achieve their potential

- To Know and understand the issues to be considered in the development and implementation of whole school policies and to monitor and review the school policy documents in accordance with the school's improvement plan.
- To Undertake such duties as are necessary to ensure the smooth running of the school.

Safeguarding

- To deputise as safeguarding lead and assist headteacher to ensure safety of all children
- To understand and comply with the statutory guidance regarding safeguarding of children ensuring the safeguarding and promotion of children's welfare at all times.
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- To remain vigilant and do everything possible to protect students and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report to the Headteacher any incident of this nature you witness, hear about or suspect.

Person Specification - Deputy Headteacher

Criteria or Requirements:	Method of assessment	Short listing Criteria
Education & training: A qualified teacher status	AF	Yes
Relevant and recent inset	AF	Yes
Practising Catholic	AF	Yes
Experience Substantial and Successful Teaching Experience across the 5-11 age range	AF/I	Yes
Experience of early years	AF/I	Yes
Successful experience of management/curriculum management in primary sector	AF/I	Yes
Experience of developing implementing and evaluating curriculum areas and school policies	AF/I	Yes
Demonstrating knowledge of innovative practice developing and implanting an effective inset programme in a curriculum area.	AF/I	Yes
Evidence of experience of resource planning and financial management at a curriculum level	AF/I	Yes

Involvement in aspect of school development planning	AF/I	Yes
Knowledge Skills, and abilities		
Ability to establish an ethos conducive to promoting good relationships whilst maintaining high standards of behaviour	AF/I	Yes
Understanding of the deputy headteacher's management role in relation to the staff curriculum, community and resources	AF/I	Yes
Understanding of the deputy role in relation to curriculum evaluation review and monitoring	AF/I	Yes
Ability to communicate effectively both verbally and in writing to a wide range of audiences	AF/I	Yes
Demonstrate the ability to work in partnership to promote, motivate and lead a school	AF/I	Yes
Ability to develop and maintain positive Relationships with Governing body/parents and wider community	AF/I	Yes
Other Job Specific requirements		
Commitment to the council's equal opportunity Policy and acceptance of responsibility for its practical applications	AF/I	Yes
Evidence of promoting positive partnerships with parents	AF/I	Yes
Evidence of providing high quality education to all children	AF/I	Yes
An understanding of Health and safety issues	AF/I	Yes

AF = Application form

I = interview

P= Presentation