



DEPUTY HEADTEACHER

Job Description

Leadership Range L20 – L24

PURPOSE OF JOB

The core purpose of the Deputy Headteacher is to support the Headteacher in ensuring that the school is led as a Catholic school in accordance with the teachings of the Catholic Church, and in accordance with the Trust Deed of the Archdiocese of Birmingham. The Deputy Headteacher, under the direction of the Headteacher, will take a major role in formulating the aims and objectives of the school, establishing approaches for achieving these aims and objectives and monitoring progress towards the achievement of the school's aims and objectives.

RESPONSIBILITIES

If the Headteacher is absent, the deputy Headteacher will deputise, as directed by the Governing Board.

Qualities and knowledge

Under the direction of the Headteacher:

- Support with the day-to-day management of the school
- Communicate the school's vision compellingly and support strategic leadership
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils
- Build positive relationships with all members of the school community, showing positive attitudes to them
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
- Work with political and financial astuteness, translating policy into the school's context
- Seek training and continuing professional development to meet own needs

Pupils and staff

Under the direction of the Headteacher:

- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- Ensure excellent teaching in the school, including through training and development for staff
- Establish a high Quality of Care within in all systems with a drive for our most vulnerable students
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Identify emerging talents, coaching current and aspiring leaders



- Hold all staff to account for their professional conduct and practice

Systems and Processes

Under the direction of the Headteacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- To support development of the School Improvement Cycle
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Work with the governing board as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

School Improvement planning

Under the direction of the Headteacher:

- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
- Develop effective relationships with fellow professionals
- Model entrepreneurial and innovative approaches to school improvement and leadership
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education

The Deputy Headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Deputy Headteacher will carry out as this will be determined by your experience and the needs of the school.

The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.



Personal Specification

Specification	Essential	Desirable
Faith Commitment	<p>A practising and committed Catholic.</p> <p>Secure understanding of Catholic Education.</p> <p>Understanding of the leadership role in spiritual development of students and staff.</p> <p>Understanding the school's role in the parish and wider community.</p>	<p>Evidence of participation in faith life of the community.</p> <p>Experience in leading acts of worship in Catholic schools.</p>
Education and Qualifications	<p>Degree or equivalent</p> <p>Qualified teacher status</p>	<p>Post qualification award or higher degree</p> <p>Recent & relevant management development/training in preparation for a leadership role</p>
Professional experience	<p>Five years teaching experience and a minimum two years in a Senior Leadership Team (or equivalent) - proven record of significant Middle/Senior Management achievement</p> <p>Involvement in school self-evaluation and development planning</p>	<p>Successful school experience</p> <p>Experience as a Deputy Headteacher in a comparable comprehensive school</p> <p>Masters level qualification in Education</p>



	<p>Experience of contributing to staff development</p> <p>Experience of full 11-18 age range</p> <p>Knowledge and understanding of the OFSTED framework.</p> <p>In-depth knowledge & understanding of current educational priorities and matters including 11-18 curriculum, raising attainment, value added analysis and target setting, other educational priorities and their potential impact on outcomes</p> <p>Excellent track record as an effective innovator</p> <p>Experience of effective raising of standards in Teaching and Learning</p> <p>Fully conversant with safeguarding practices</p>	<p>Successful experience of the management of the OFSTED process</p> <p>Knowledge and understanding of current employment law</p> <p>Experience of deputising for the Headteacher as and when required.</p> <p>Experience of use of networks to improve standards</p>
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<p>Leadership and management skills</p>	<p>Outstanding leadership skills; able to deploy a range of leadership style in different situations</p> <p>Successful management of whole school improvement strategies</p> <p>Experience of leading and managing a pastoral team</p> <p>Experience of developing staff and of team building</p> <p>Experience of helping a school change its Ofsted outcome for the better</p> <p>Data analysis skills, and the ability to set targets and identify weakness</p> <p>Understanding of high-quality teaching, and the ability to model this for others and support others to improve</p> <p>Understanding the implications of current national policies and developments and of current local LEA strategies and initiatives</p> <p>Experience of effective school development planning & forward planning</p> <p>Successful management of monitoring and evaluation strategies of teaching and learning, student outcomes, quality of provision and efficiency</p> <p>Evidence of creative & innovative capabilities</p> <p>Evidence of well-developed interpersonal and communication (including written, oral and presentation) skills and the ability to inspire others</p>	<p>Understanding & experience of management of health & safety issues</p> <p>Understanding of school finances and financial management</p> <p>Understanding & experience of cross phase liaison issues</p> <p>Experience of leading staff training activities</p> <p>Professional proficiency and experience in the use of ICT for data management</p> <p>Experience of managing Core Subject areas and being able to demonstrate how outcomes have been improved</p> <p>Experience of leading the work of Governing Body Committees</p>
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<p>Personal Qualities</p>	<p>Commitment to a broad and balanced education for all students</p> <p>Total commitment to pupils' personal, social and emotional wellbeing</p> <p>Clear commitment to inclusion and equality of opportunity</p> <p>Open to ideas and change</p> <p>Has honesty, integrity, wisdom, passion, energy, presence, patience, resilience, charisma and a sense of humour</p> <p>Clear vision, ability to think creatively, plan, monitor, evaluate and review</p> <p>Willingness to undertake a variety of tasks</p> <p>Ability to create positive relationships with all members of the school and its wider community</p> <p>Ability to complete tasks and projects despite pressure of competing priorities</p>	<p>Evidence of commitment to recognising the best in and getting the best out of others</p> <p>Interests and experiences outside teaching – ability to sustain an equitable work/life balance</p>



	<p>Ability to lead and motivate others to work together productively</p> <p>Ability to understand issues from other perspectives</p>	
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