

Woking, Surrey GU22 7AX
www.stdunstans.surrey.sch.uk

Job description: Deputy Headteacher

Introduction

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. The governors will appoint a practising Catholic who, by personal example and professional leadership, will ensure that the Catholic ethos, rooted in the teachings of Jesus Christ and the Catholic Church, permeates all aspects of the life of the school.

The appointment is subject to the current conditions of service contained in the School Teachers' Pay and Conditions document and other current education and employment legislation. In carrying out his/her duties the Deputy Headteacher shall consult, where appropriate, the governing body, the diocese, the local authority, the staff of the school, the parents of its pupils and the parish served by the school.

Main purpose

The core purpose of the Deputy Headteacher is to work with the Headteacher to provide professional leadership and management for a school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success a Deputy Headteacher must be able to help the Headteacher to establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils.

The Deputy Headteacher must support the Headteacher to establish a culture that promotes excellence, equality and high expectations of all pupils. This will include ensuring that:

- the school is conducted as a Catholic school in accordance with the teachings of the Catholic Church and Canon Law, and in accordance with the Trust Deed of the Diocese of Arundel and Brighton;
- religious education is in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church;
- collective worship is in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church;
- the school provides high quality teaching and learning that leads to successful outcomes for pupils in terms of spiritual and moral growth, achievement, attitudes to learning, behaviour and personal development;
- the school will promote and safeguard the welfare of all children, enabling every child, whatever their background or their circumstances, to have the support they need to develop fully as persons and to recognise their own dignity and the dignity of others as children of God;
- all statutory requirements are met and the work of the school is effectively monitored, evaluated and reviewed.

Key areas and responsibilities

Leadership

- Hold and articulate clear Catholic values and moral purpose focused on providing a world-class education for the pupils they serve and reflecting the Catholic foundation of the school.
- Promote and communicate the school's vision, empowering all pupils and staff to be their very best, thus ensuring a culture of high staff professionalism.
- Provide leadership for safeguarding and behaviour, setting clear direction and effective management for the school.
- Set an example of high professional standards and leadership. Leading by example, with integrity, creativity, resilience, and clarity, drawing on their own scholarship, expertise and skills and that of those around them.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focussed on safeguarding pupils and developing exemplary behaviour in school and in the wider community.
- Sustain wide, current knowledge and understanding of education and school systems and pursue continuous professional development that reflects the needs of a Catholic school.
- Support the Headteacher to distribute leadership throughout the school, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

Curriculum, Teaching and Learning

- Work with the senior leadership team to ensure there are ambitious standards of achievement for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- Ensure high quality personal, social, health education and citizenship in accordance with the teachings and doctrines of the Catholic Church. Ensure quality provision for pupils' spiritual, moral, social and cultural education in line with the distinctive Catholic nature, purpose and aims of the school.
- Share and model outstanding primary practice.
- Support an ethos based on Catholic values within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Work with the Headteacher to identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, to support succession planning.
- Work with the senior leadership team to ensure that the progress of children is rigorously monitored, through analysing data to ensure all children are making good progress and identifying those who may require monitoring.
- Help to develop an educational culture whereby staff feel confident to take risks, have 'open classrooms', as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.

Organisational effectiveness

- Establish rigorous, fair and transparent systems for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice. Hold all staff to account for their professional conduct and practice.
- Ensure arrangements for the daily Act of Collective Worship and the spiritual life of the school. Ensure the diocesan policy for Religious Education is fulfilled.

- Exercise strategic financial planning to ensure equitable deployment of designated budgets and resources, in the best interests of pupils' achievements, the school's sustainability and its Catholic character.
- Ensure that school systems and processes are used efficiently, supporting the Headteacher to reflect on their efficiency.
- Lead and manage staff to provide high quality learning for all children within a safe, secure, and caring school environment.
- Work as a member of the Senior Leadership Team to manage pupil behaviour and use positive behaviour management strategies.

Work with the school community

- Work with the Headteacher to ensure the Catholic Mission is lived out within our school community to develop the whole child whilst nurturing each and every child to achieve their full potential.
- Work with the Headteacher to create an outward-facing school which works with other schools, organisations and the local community, in a climate of mutual challenge, to champion best practice and secure excellent achievements for all pupils.
- Work with the Headteacher to further build upon the school culture and curriculum which is based on Gospel values, the teaching of Jesus Christ and the Catholic Church, which take account of the richness and diversity of the school's communities.
- Ensure that the strong Catholic ethos of the school is built upon where everyone feels welcomed, valued and respected for who they are.
- Welcome strong governance and actively work with the governing body to enable it to deliver its functions effectively. Attend Governor committee meetings as required.
- Develop effective relationships with parents based on working in partnership to support and improve pupils' achievement and personal development. Support and promote the work of the Friends of St. Dunstan's (FOSD).
- Create and maintain effective working relationships with the parish community and external agencies to improve pupil's academic and social outcomes.

Other areas of responsibility

- To act as a second in charge and deputise for the Headteacher when required.
- Ensure the safeguarding of pupils with responsibility of Deputy Safeguarding Lead. (Training will be provided)
- Ensure the vision, Catholic ethos and policies of the school promote the highest standards of achievement in the school.
- Enrich the pastoral and spiritual life of the school, through leading on Prayer and Liturgy, Chaplaincy and supporting the Headteacher with the leadership of Catholic Life and Mission.
- To work as a member of the Senior Leadership Team to ensure that the aspirational aims, ethos and objectives of the school are realised.
- Support in the creation, implementation and evaluation of the school development plan.
- Evaluate school performance and identify priorities for improvement.
- Be responsible for professional development and performance management of staff to shape the quality of current and future staff.