

## Job description: Part Time 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 Deputy Headteacher will support the Headteacher in establishing a culture of excellence, equality, and high expectations for all pupils. This includes ensuring that:

- The school operates as a Catholic school in accordance with the teachings of the Catholic Church, Canon Law, and the Trust Deed of the Diocese of Arundel and Brighton;
- Religious education reflects the teachings, doctrines, discipline, and norms of the Catholic Church;
- Collective worship follows the rites, practices, and liturgical norms of the Catholic Church;
- High-quality teaching and learning lead to successful outcomes for pupils in spiritual and moral growth, academic achievement, 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 school's work is effectively monitored, evaluated, and reviewed.

In essence, the Deputy Headteacher will:

- Partner with the Headteacher to provide professional leadership and management of the school;
- Serve as a member of the senior leadership team, offering direction and support to ensure high-quality education and pastoral care for all pupils;
- Represent and support the Headteacher at meetings as required;
- Undertake the responsibilities of a class teacher;
- Assist in the day-to-day management of the school;
- Play a key role, under the Headteacher's direction, in shaping and reviewing the school's Mission Statement, Development Plan, and strategic aims. This includes helping to establish

supporting policies, managing staff and resources, and monitoring progress toward these goals.

*If the Headteacher is absent from the school, the deputy Headteacher must undertake such duties of the Headteacher as the Headteacher or the Governing Board shall require.*

## **Key areas and responsibilities**

### **Leadership**

To contribute to:

- Providing leadership for safeguarding and behaviour, setting clear direction and effective management for the school.
- Promoting and communicating the school's Catholic ethos and vision, empowering all pupils and staff to be their very best, thus ensuring a culture of high staff professionalism.
- Providing 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.
- Setting an example of high professional standards and leadership. Leading by example, with integrity, creativity, resilience, and clarity, drawing on own scholarship, expertise and skills and that of those around them.
- Formulating the aims and objectives of the school.
- Creating, monitoring and evaluating the school development plan.
- Monitoring and evaluating the performance of the school and its achievement as a Catholic School.
- Distributing leadership throughout the school, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

### **Management of staff**

- Participate in the selection and deployment of teaching and non-teaching staff of the school.
- Implement and develop staff development policies appropriate to the Catholic nature of the school in relation to:
  - The induction of new teachers, including ECTs and other staff
  - The provision of professional advice and support and the identification of training needs
  - Students under training/work experience
- Contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
- Participate in arrangements for the Partnering and Professional Development (appraisal) of teachers in school
- Lead and manage staff to provide high quality learning for all children within a safe, secure, and caring school environment.

### **Organisational effectiveness**

To contribute to:

- Establishing rigorous, fair and transparent systems for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice. Holding all staff to account for their professional conduct and practice.
- Promoting high standards of pupil behaviour and the use of relational approaches to encourage good behaviour and positive relationships.
- Ensuring that school systems and processes are used efficiently.
- Ensuring an attractive environment which stimulates learning, enhances the appearance of the school and expresses its Catholic identity.
- Allocating, controlling and accounting for those financial and material resources of the school.

## **Curriculum, Teaching and Learning**

To contribute across the whole school to:

- Ensuring that the Diocesan policy on Religious Education and RSHE are fulfilled.
- Ensuring arrangements for the daily Act of Collective Worship and the spiritual life of the school and the fulfilment of the diocesan policy for Religious Education.
- Ensuring there are ambitious standards of achievement for all pupils and instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- Providing high quality personal, social, health education and citizenship in accordance with the teachings and doctrines of the Catholic Church. Ensuring quality provision for pupils' spiritual, moral, social and cultural education in line with the distinctive Catholic nature, purpose and aims of the school.
- Building 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 relevant research and robust data analysis.
- Supporting our ethos, based on Catholic values, in which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.

Work with the Senior Leadership Team to:

- Identify emerging talents, coach current and aspiring leaders in a climate where excellence is the standard, to support succession planning.
- 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.

## **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.
- 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**

- Ensure the vision, Catholic ethos and policies of the school promote the highest standards of achievement in the school.
- Lead on The Catholic Life and Mission of the school, providing clear direction and support for the CLM team to ensure the aspiration aims and objectives are realised.
- Lead the Senior Leadership Team, supporting them to achieve their goals in their areas of responsibility.

*This part-time role may evolve into a full-time leadership position in response to the school's future needs.*