



Inspired by Christ, Working together, Achieving our best

Deputy Headteacher – Job Description

Introduction

The Headteacher will have overall responsibility for ensuring the achievement of the highest possible spiritual and education standards in the academy. The Headteacher will provide professional leadership and management for the academy. This will promote a secure foundation from which to achieve high standards in all areas of our work.

Core Purpose:

The Deputy Headteacher will support the Headteacher in ensuring that the academy 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 Brentwood and The Christus Catholic Trust.

The Deputy Headteacher will support the headteacher in ensuring that:

Catholic Ethos

- The Catholic ethos and identity of the academy are reflected and developed
- An ethos is maintained in which all individual s feel valued and where personal endeavour and responsibility are fostered
- The vision of the academy is reflected in strategic and development planning and in a consistent performance management structure

Curriculum

- the teaching of Religious Education is the core of the curriculum
- a balanced and cohesive curriculum is maintained and developed
- the curriculum is regularly reviewed, evaluated and applied
- the assessment requirements of the curriculum are appropriately carried out

Children

- the children receive high quality education designed to promote excitement, enjoyment and enthusiasm in learning
- there is equality of opportunity for all, through the academy/Trust policies, procedure and practices
- the progress of each child is monitored and recorded
- the activities in which the children are engaged are conducted in a caring, disciplined, safe and healthy environment
- all children are valued as individuals and they are confident and able to achieve their full potential
- a school environment and pastoral programme is maintained in which the needs and values of the individual children are recognised and which also contribute positively toward their spiritual, social, cultural and moral development

Staff

- teaching and non-teaching staff are recruited and all related personnel issues are dealt with
- levels of performance are applied to achieve the agreed aims and objectives of the academy
- by leading, motivating, encouraging, supporting, monitoring and evaluating ensures continuing improvement of the academy
- all staff have access to regular advice and have training and development plan in place appropriate to the needs of the school and to their stage of development
- performance management for all teaching staff and report to local governors on the professional development of all teachers in the academy
- all staff are valued as individuals and receive courtesy and respect at all times

Teaching

- outstanding teaching practices are developed
- classroom practice is monitored and there is appraisal at regular intervals for the quality of teaching

Safeguarding

- as the Deputy Safeguarding Lead will ensure that all staff are given advice with regards to routine safeguarding issues and take appropriate action
- safeguarding is of paramount importance in our academy
- the commitment of the Local Governing Committee to safeguard and promote the welfare of the children and young people is at the heart of the school, ensuring all staff and volunteers share this commitment

The Deputy Headteacher will also support the headteacher in ensuring that:

Health and Safety

- Health and Safety policy is managed throughout the school
- High standard of care in the school environment, including grounds, building, furniture, equipment and learning material
- Health and safety, the wellbeing of staff and children and safeguarding, emergency and contingency planning are carried out to the highest standards

Local Governing Committee

- There is a working partnership with the Local Governing Committee and the Trust
- There is a strategic plan for the academy, which has been developed with the Local Governing Committee, securing its implementation with the collective support of all staff, parents and children
- With the assistance of the Local Governing Committee, there is effective planning of the academy's based indicators as a basis for monitoring and evaluation educational performance and the use of resources

Finance

- The academy meets its financial objectives
- The academy's financial and human resources are managed effectively and efficiently to achieve the educational goals and priorities

Parents, Parish & Community

- Ensuring that parents have timely access to appropriate information about the school and the curriculum
- there are effective relationships with the parishes, the Diocese, the Trust, the local community and other agencies
- parents have timely access to appropriate information about the academy and the curriculum

The Deputy Headteacher is expected to:

- participate in parish, academy and local community events outside the normal school hours, including weekends if needed be
- be committed to their own personal development plan in co-operation with the Headteacher and the Local Governing Committee
- be aware of their own requirements to grow in faith and understanding in order to effectively discharge the responsibilities of a Deputy Headteacher in a Catholic school

Deputy Headteacher – Job Description
PERSON SPECIFICATION
Appointment of Deputy Headteacher

Please write your supporting statement /letter giving evidence of how you meet each of the essential criteria.

	Essential	Desirable
Qualifications and Training		
1. Practising Catholic in good standing with the Church	√ R	
2. Degree + QTS	√ AD	
3. Evidence of continuing professional development in preparation for DHT post	√ A	
4. Catholic Certificate in Religious Studies (CCRS)		√ D
5. Willingness to undertake CCRS within 2 years of appointment	√ A	
Experience		
6. At least 5 years teaching experience	√ ARI	
7. A record of successful teaching	√ ARI	
8. Experience of teaching more than one key stage	√ ARI	
9. Experience of effecting change in teaching, learning or curriculum either at class, phase or whole school level	√ ARI	
10. Experience of leadership role within a primary school;	√ ARI	
Professional Knowledge and Understanding		
11. Understanding the expectations in the new Ofsted Framework about what makes an effective school.	√ AI	
12. Secure understanding of strategies for Performance Management	√ AI	
Promoting the welfare of children		
13. A good understanding of up to date policy and practice with regard to Safeguarding and willingness to undertake Designated Safeguarding Lead training	√ I	
Professional Skills and Abilities		
14. Evidence of working effectively with the Headteacher, staff, governors and parents	√ RI	
15. Ability to lead, model and manage positive behavior, good order and assertive discipline in the academy	√ RI	
16. Ability to communicate effectively, orally and in writing to a range of audiences – e.g. staff, children, parent, governors, parishioners and clergy	√ RI	
17. Ability to provide clear information and advice to staff , governors and parents	√ RI	
Personal Qualities		

18.	Evidence of leading by example, demonstrating good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships.	√ RI	
Other			
19.	Understand and support the Catholic ethos of our Catholic School, including the spiritual development of the pupils and the school's role within the community.	√ AIR	
20.	Evidence of a strong commitment to Catholic education;	√ AIR	
21.	Fully ICT literate with experience in using data management systems, presentation software and word processing	√ AI	
22.	Participate in Parish, Academy and Local Community events outside normal school hours	√ AIR	

A – Application form
 D – Documents
 I – Interview
 R - References