

Job Title: Deputy Headteacher



The Deputy Headteacher shares, with the Headteacher, the important role in providing effective Christian leadership and for maintaining the ethos and distinctive Catholic nature of the school.

Key Role: To assist and support the Headteacher in providing professional leadership and management of the school to secure high quality teaching, continuous and sustained levels of pupil progress, effective use of resources, and high standards of learning and achievement for all pupils in the school.

Main responsibilities

- To provide strategic leadership in order to maximise opportunities for all pupils in the school.
- To undertake a range of organisational and supervisory duties to direct the day to day running of the school.
- To deputise for the Headteacher in the event of absence or other urgent business.
- To provide leadership, organisation and implementation of raising achievement strategies including intervention.
- To carry out line management of a number of subjects/year groups or other responsibilities as agreed with the Headteacher.
- To ensure the maintenance of high standards of work and behaviour throughout the school.
- To have oversight of all pastoral aspects including behaviour, discipline, anti-bullying, attendance and punctuality.
- To make a leading contribution to the general school ethos and its mission; and by ensuring the school attracts the highest possible numbers of students from Catholic feeder schools.
- To assist the Headteacher in determining general school policy and managing its implementation.
- To carry out any other duties that may be reasonably requested by the Headteacher.

Additional Duties

The Deputy Headteacher would also be expected to fulfill the responsibilities of a teacher, with timetable commitment, age range and subject related elements agreed on appointment and reviewed annually.

January 2019



School Leadership Team Job Description

The School Leadership Team is the key leadership group within the school, as well as having a major role to play in its daily operation. All members of the SLT have particular responsibility for the development, delivery, monitoring and evaluation of whole school systems and practices, the support and supervision of middle leaders and ensuring good discipline. They play a crucial role, through systems of line management, in ensuring that the School Improvement Plan continuously drives the school forward. This ensures that the ethos of the school remains a permanent focus. It is the responsibility of the SLT to ensure that the vision for the school is delivered by working effectively with all staff.

SLT members are expected to attend whole school functions, to represent the public face of the school and to organise programmes for inspectors and other visitors. This is vital for the school to maintain a good public profile and for positive relations within both the local and wider community.

Each member of the School Leadership Team is expected to take assemblies, chair working groups and establish SLT presence around the school. Line management is shared among the team.

Precise responsibilities within the School Leadership Team are determined based on the experience and skills of the team members. At regular intervals colleagues exchange some responsibilities for purposes of professional development. It would be useful for candidates to identify areas of expertise or interest in leading and managing in their application.

The current 'School Teachers' Pay and Conditions of Employment' document specifies the general professional duties of school teachers.

All teachers are reminded of the School Mission Statement from the School Development Plan and from which Job Descriptions derive. All teachers are employed by the Governing Body and must have due regard to the Roman Catholic character of the school. They must not do anything detrimental to the interest of the same as outlined in the 'Contract of Employment'.