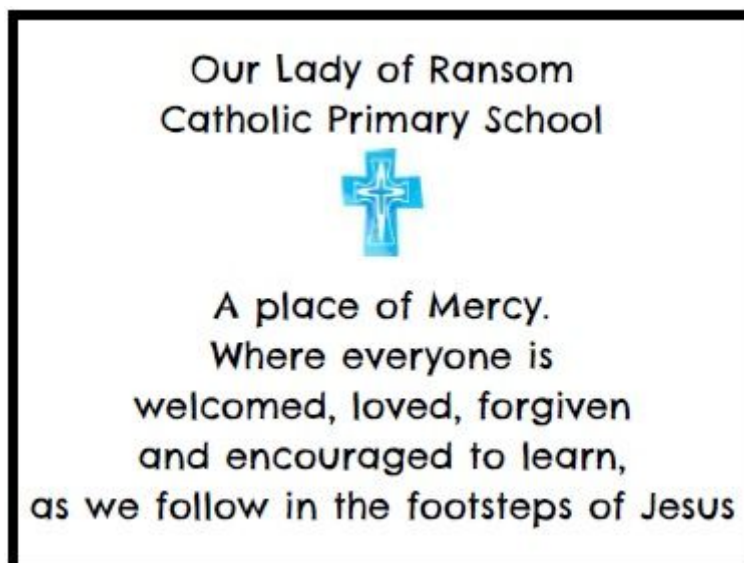




Our Lady of Ransom Catholic Primary School

Class Teacher and Deputy Head Teacher Job Description & Person Specification



Our Lady of Ransom Catholic Primary School
Job Description for the post of Deputy Headteacher

Name: (Appointed Person)
Post: Deputy Headteacher
Leadership Role:

Responsible to: Headteacher, Governing Body & Assisi Catholic Trust

Overriding Requirements:

The Deputy Headteacher is an employee of the Assisi Catholic Trust and is required to carry out his/her professional duties in accordance with the School's Trust Deed, Canon Law and the teachings of the Catholic Church; and with the terms and conditions of the current School Teachers' Pay and Conditions Document. The contract of Employment between the Assisi Trust and the Deputy Headteacher will be the current Contract of Employment for a Headteacher/Deputy Headteacher issued by the Catholic Education Service.

Job Purpose:

In addition to carrying out the professional duties of a teacher other than a Headteacher, the Deputy Headteacher will play a major role in the vision, leadership and direction of the school. He/She will work in partnership with the Headteacher to create a culture where all children receive a high quality education and there is continuous improvement of standards of achievement and development of the whole child.

The Deputy Head will assume the duties of the Headteacher in his absence.

Strategic Direction and Development of the School

The Deputy Headteacher works with the Headteacher and Governing Body to develop the strategic view for the school in the community.

The Deputy Headteacher will

- Provide clear leadership by the development and implementation of policies which promote the aims of the school and underpins its Catholic ethos.
- Contribute to the implementation of the School Improvement Plan (SIP).
- Communicate effectively the long, medium and short term objectives of the SIP to all staff.
- Contribute to the creation of a Catholic ethos which provides educational vision and direction which secures effective teaching and successful learning and achievement for pupils including sustained improvement in their spiritual, moral, social and cultural development.
- Contribute to the determination of effective organisational and administrative systems which support the aims of the school.

Teaching and Learning

The Deputy Headteacher works with the Headteacher and Governing Body to create an environment that promotes and secures good or better teaching, effective learning, high standards of achievement and progress and outstanding behaviour and discipline guided by the teaching of the Catholic Church.

The Deputy Headteacher will

- Provide clear educational direction for the school.
- Contribute to the establishment and maintenance of policies which promote effective professional practice and define curriculum content.
- Monitor and evaluate the standards of teaching and learning in the school, ensuring that appropriate standards of professional performance are established and maintained.
- Monitor and evaluate the implementation of the curriculum and assessment policies and schemes of work.
- Ensure that the spiritual development of individuals is given clear focus and assistance through the prayer life, religious education programmes and liturgy of the school.
- Create and maintain an effective partnership with parents to improve children's achievement and personal and social development.

Leading and Managing the Staff

Working with the Headteacher, the Deputy Headteacher will lead, motivate, support, challenge and develop staff to secure improvement.

The Deputy Headteacher will

- Support the Headteacher to ensure that professional duties are fulfilled as specified in the Terms and Conditions of Services of Teachers.
- Plan, allocate, support and evaluate the work undertaken by teaching and support staff as groups, teams and individuals.
- Contribute to the implementation of effective systems for the management of staff performance, incorporating appraisal targets for teachers and support staff, including those relating to pupil achievement.
- Motivate and enable all staff to develop expertise in their respective roles through continuing professional development.
- Maintain effective channels for communication to assist in the smooth running of the school.

Efficient and Effective Deployment of Staff and Resources

Working with the Headteacher, the Deputy Headteacher will contribute to the deployment of the people and resources efficiently and effectively to meet the specific objectives of the SDP.

The Deputy Headteacher will

- Work with Governors and the Headteacher to recruit and appoint staff.
- Support the Headteacher to manage and organise accommodation efficiently and effectively to meet the needs of the curriculum and to ensure it fulfils health and safety regulations, including emergency and security arrangements.

Accountability

The Deputy Headteacher will support the Headteacher to account for the efficiency and effectiveness of the school to the Governors, Assisi Trust and others, including parents, staff, and the local community.

The Deputy Headteacher will

- Provide information, objective advice and support to the Headteacher and Governing body to enable it to meet its responsibility for securing effective teaching and learning and improve standards of achievement and for achieving efficiency and value for money.
- Contribute to the creation and development of an organisation in which all staff recognise that they are accountable for the success of the school.
- Contribute to the presentation of regular reports on the school's performance to Governors, Assisi Trust, The Diocese, DfE and Ofsted.

Assessment

The Deputy Headteacher will support the Headteacher and senior leadership team (SLT) to develop and maintain an effective data management system, which is regularly reviewed to ensure that the school's needs are met.

The Deputy Headteacher will

- Contribute to the establishment and monitoring of systems that keep parents well informed about the curriculum, children's achievements and progress and encourages parents and other family members to make a contribution to achieving challenging targets for their children.
- He/She shall develop, implement and review data administrative procedures and systems putting in place necessary management controls and ensuring compliance with legal requirements.
- He/She shall ensure that an efficient service is provided to the Headteacher and other school staff.
- He/She will keep office organised and paperwork and data filed appropriately.
- He/She will oversee the maintenance of information held on school database/s including, but not limited to, annual assessments and examination results, data required for the completion of returns, for example, for the DfE.
- He/She shall coordinate and assist in the collation and preparation of statistics, management information and reports as required by the Headteacher, governors, Assisi Catholic Trust, auditors, the local authority and the DfE.
- He/She, in liaison with senior leaders, will review and develop data management systems in conjunction with the school development plan.
- He/She shall ensure compliance within the school of data protection regulations. Main duties and responsibilities are indicated above.

Other duties of an appropriate level and nature may also be required, as directed by the Headteacher. Please note that the post holder may be required to work outside of normal school working hours for extended school activities, school events, meetings and emergencies.