



St Saviour's RC Primary School

Deputy Headteacher

Job Description

Job Outline

The post-holder will work closely with the Headteacher and the Leadership Team on the strategic development of the school. The person specification will reflect the specific skills and attributes of the successful candidate. This is a reserved post for Catholics. The following areas are likely to form part of the role but additional responsibilities will be negotiable and will reflect the expertise of the successful candidate:

The Deputy Headteacher will:

- Ensure the school's Catholic identity is at the forefront of all we do
- Assist the Headteacher with managing the school
- Undertake the normal responsibilities of a Class Teacher
- Be a member of the Senior Leadership Team
- Support and represent the Headteacher at meetings as and when required
- Monitor and rapidly improve standards of Teaching & Learning and School effectiveness
- Line management of a number of areas within the school

The salary range will be L8 – L12 on the leadership pay scale.

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.

Strategic direction and shaping the future

To work with the Headteacher to:

1. Work with the Governing Body and other key stakeholders to ensure that the school's vision is clearly articulated, shared, understood and translated into real and effective action by all.
2. Demonstrate the vision and values in everyday work and practice. Ensure that the Gospel values are upheld and practised by the staff and students of the school.
3. Ensure that strategic planning takes account of the diversity, values and experience of the school and the community.

4. Enhance opportunities through partnerships between parents/carers, students, staff, the local community colleges, other HE and FE partners, the LA, other schools, voluntary organisations, other public bodies and employers.

Leading Learning and Teaching

To work with the Headteacher to:

1. Ensure a consistent and continuous school-wide focus on students' achievement, using data and benchmarks to monitor progress in every young person's learning.
2. Ensure that learning is at the centre of strategic planning and resource management.
3. Create a culture and ethos of challenge and support where all students can achieve success and engaged in personalised learning, supported by a curriculum offer appropriate to their individual needs, aspirations and abilities.
4. Demonstrate and articulate high expectations and set challenging targets for the whole student body.
5. Implement strategies that secure high standards of behaviour and attendance.
6. Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of students and the pedagogical skills of staff.

Developing Self and Working with Others

To work with the Headteacher to:

1. Lead, motivate, support, challenge and develop the Leadership Team and through them all staff, providing effective induction, continued professional development and performance management in line with the school's strategic plans.
2. Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
3. Treat people fairly, equitably, with dignity and respect to create and maintain a positive culture and ethos.
4. Regularly review own practice, set personal targets, taking responsibility for own personal professional development.

Managing the Organisation

To work with the Headteacher to:

1. Produce and implement clear, evidence-based improvement plans and policies for the development of the School and the facilities as a centre of excellence.

2. Recruit, retain and deploy staff appropriately and assist in managing their workload to achieve the vision and goals of the school.
3. Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all students and provide value for money.
4. Ensure learning is at the heart of all management decisions.

Securing Accountability

To work with the Headteacher to:

1. Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
2. Develop the School ethos, to enable everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
3. Work with the Governing Body (providing information, objective advice and support) to enable them to fulfil their responsibilities.
4. Develop and present a coherent, understandable and accurate account of the School's performance to a range of audiences including the governors, parents/carers and students.

Strengthening Community

To work with the Headteacher to:

1. Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural wellbeing of students and their families.
2. Create and maintain an effective partnership with parents and carers to support and improve students' achievement and personal development.
3. Seek opportunities to invite parents and carers, community figures, businesses and other organisations into the school to enhance and enrich the school and its value to the wider community.

The postholder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.



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Deputy Headteacher Person Specification

Measured by: R – Reference A – Application	A - Application I - Interview	Essential or Desirable
Professional Experience		
Senior leadership experience in primary education	A	E
Teaching experience in a 3 - 11 Catholic School	A	D
Proven understanding of current curriculum and learning developments	A, I	E
A record of sustained progress in raising standards in teaching and learning, with improved outcomes for young people	A, I, R	E
Outstanding classroom teacher	I, R	E
Developing a skilled and effective team and motivating the team to achieve its full potential at all times	A	E
Proven successful experience of the management of change	A, I	E

Skills, Abilities and Knowledge		
The ability to provide inspirational leadership with a 'can-do' attitude and to generate high expectations, innovation and commitment	I	E
Ability to develop, lead and analyse whole school initiatives from concept through to completion, with successful outcomes	A, I	E
Knowledge and understanding of education policies and practices relating to the education and training of young people aged 3 - 11	A, I	E
Knowledge of the needs a growing and developing primary School	A, I	E
Ability to initiate and maintain innovative curriculum design and delivery to meet all pupils' needs	A, I	E
The ability to empower and develop staff and pupils through support and challenge	A, I	E
Exceptional communication skills, developing purposeful, effective relationships	I	E
Strong negotiating and influencing skills	I	E

Education		
Good honours degree	A	E
QTS	A	E
Higher degree	A	D

Personal Qualities		
A Practising Catholic	A, R	E
Ability and willingness to support the Catholic ethos of the school	A, I	E
Commitment to a broad and balanced education for all students	A, I	E
People orientated leader who can inspire commitment, enthusiasm and collegiality from staff, students, parents/carers, governors and the community	A, I	E
Values diversity and the unique contribution every individual makes to the learning community	A, I	E
Highest professional standards and expectations	A, I	E
Able to employ a range of leadership and management styles appropriately, to motivate others	A, I	E
Team player	I	E
Approachable with a good sense of humour	I	E
Willingness to contribute to the wider life of the school and community	I	E